



### Travel Request and Authorization

For scheduled leave, submit TRA to Human Resources 30 days prior to departure date for in-Kingdom leave and 45 days prior to departure date for out-of-Kingdom leave. Emergency contact information must be provided.

Department Name: \_\_\_\_\_ Cost Code: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Actual No. of days absent from the project: \_\_\_\_\_  
 Badge No. \_\_\_\_\_ Work Ext.: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Key	Type of Leave	# of Days
M	Mid Year : <input type="checkbox"/> 10 days with pay <input type="checkbox"/> Mid Year Ticket	
A	Annual	
H	Holiday	
B	Business	
C	Continuing Education	
O	Other (specify) :	

**INDICATE TYPE OF LEAVE USING KEY**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

**PLEASE COMPLETE THE FOLLOWING**

Yes No

Request annual leave ticket

Request annual leave ticket(s) for dependent(s)

Request dependent child school ticket

Do you require an Exit/Re-entry Visa?  Yes  No

Length of Re-entry Visa (dependent only) \_\_\_\_\_ Months  
(If longer than two (2) months)

Employee to pay for Exit/Re-entry visa?  Yes  No

**DEPENDENT INFORMATION: (if dependents will travel, please complete)**

Name	Age
_____	_____
_____	_____
_____	_____
_____	_____

**TRAVEL DESTINATIONS / COUNTRIES TO BE VISITED**

Name	Visa Required
_____	<input type="radio"/> Yes <input type="radio"/> No
_____	<input type="radio"/> Yes <input type="radio"/> No
_____	<input type="radio"/> Yes <input type="radio"/> No

I request permission to leave the jobsite for the days listed above. I have read, understood, and will comply with the instructions attached to this **Travel Request and Authorization** and/or other policies that may apply.

Contact address for emergency purposes during leave will be: \_\_\_\_\_  
 Telephone Number : \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Dept. Head Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Human Resources Department Use Only**

Date of Hire : \_\_\_\_\_ Point of Origin : \_\_\_\_\_ Status :  Accompanied  Unaccompanied

Current Contract Date : \_\_\_\_\_ Benefit Group : \_\_\_\_\_

Leave	Accrued to date	Taken to date	Req'd	Balance
Annual				
Holiday				
Admin				

Airfare will / will not be paid by the Program for tickets from [Worksite] \_\_\_\_\_ to [Point of Origin] \* \_\_\_\_\_ to [Worksite] \_\_\_\_\_ for the employee / dependent(s) listed above, as per current policy at the time of the employee's / dependent(s) actual departure date.

CLASS : \_\_\_\_\_

Other : 

Type	Other	Type	Other
Mid-Year		Business	
Emergency			
Cont. Education		Rest	

Comments: \_\_\_\_\_

Verified by: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Approved by: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION :  File  Employee  Department  Passport

### Instruction to complete the TRA

1. For scheduled holidays, the employee must submit his/her completed TRA in the time requested (30 days prior to departure for in-Kingdom or 45 days for out-of-Kingdom) in order to ensure early pay, submit visa requirements and ticketing.
2. Complete all personal information (Name, badge number, department etc).
3. Type of leave key:
  - (i) For Mid year leave: - tick the box that is applicable according to eligibility: Choose: Only 10 days with pay **OR** Only Mid Year Ticket **OR** Both.
  - (ii) For all other leave enter the number of days taken in the corresponding column.
  - (iii) For Holiday leave (should be taken as it occurs) - A TRA is only required if you are planning to leave the Kingdom and require a visa.
4. Indicate the type of leave using the key below.

**Example:** Leave from 17 Jan 2012 to 28 Jan 2012. You have worked 2 days during the Eid holiday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			17H	18H	19R	20R
21A	22A	23A	24A	25A	26A	27A
28A						

**Note:** The holiday leave must be used first, followed by annual leave days.  
R = Rest day (Weekend)

5. It is important to provide all requested information in order to issue the appropriate ticket(s) and obtain the visa requirements:
  - \* Ticketing requirements for you and your dependents, if applicable
  - \* Dependent information
  - \* Travel destination
  - \* Visa requirements.
6. Contact address and telephone number **must** be given on the form in case of an emergency.
7. Once the form has been completed in its entirety, the employee signs and dates the TRA and submits for approval of his/her Supervisor and, where applicable, Department Head.
8. Point of Origin: The Point of Origin for a Mid-Year Ticket will be as per policy, and may not be used from the Point of Origin of the employee.