Flight Request Form

A.

Name: _____   Project/Business: _____

Emp No.: _____   Designation: _____

Specify Reason for Flight:

☐ Annual Leave   ☐ Business   ☐ Other

Flight Details

B.

☐ One way   ☐ Return   ☐ Multi-city

☐ Economy   ☐ Business   ☐ First Class

Outgoing

Ref.	Departure Date	Time	From	To	Airline	Flight No	Cost
01							
02							
03							

Inbound

Ref.	Departure Date	Time	From	To	Airline	Flight No	Cost
01							
02							
03							

Visa Requirement

	Yes	No		Yes	No
Does applicant require a visa	☐	☐	Visa Obtained:	☐	☐

Visa Details: _____

Flights Approved: Approved Total Cost (QAR): _____

Outgoing: ☐

Inbound: ☐

Manager's Approval: **Jason Cunningham**

_____
Signature
Date:

Chairman's Approval: **Sheikh Fahad bin Nasser Al Thani**

_____
Signature
Date:

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