



## Business Leave Request

It is mandatory that all sections be completed including all signatures and dates stated on the form. It is the responsibility of the applicant to ensure that all signatures are obtained for each section of this form. All supporting documentation must be attached with this form. Failure to do so will result in the return of this application to the applicant.

Tick appropriate boxes :  Academic  Non - Academic Region :  Riyadh  Jeddah  Al Ahsa

Name : ..... Badge No. : .....

Position Title : ..... Tel. Ext. # : .....

Department : ..... Pager No : .....

**Type of Business Leave** :  Normal Business Leave  Temporary Assignment  Accompanying Royal Family  
 Exhibition  Special Event(s)  Special Mission  
 Meetings  Convention  Conference  Symposium  Seminar  
 Workshop  Forums  Other : .....  
 Other : .....

**Details of Leave Request** :

Purpose of Request : .....

Location : ..... Inclusive Date From : ..... To : .....

Supporting Documents Attached :  Yes  No

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

In Kingdom : (As per APP 1414-04)  Days Only  
 Approved  Disapproved

Per Diem Allowance  Ticket  
 Approved  Disapproved

\_\_\_\_\_  
**Dean / Department Head**  
(Name & Signature)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President / General Director**  
(Name & Signature)

\_\_\_\_\_  
**Date**

Out of Kingdom : (As per APP 1414-04)  Days Only  
 Approved  Disapproved

Per Diem Allowance  Ticket  
 Approved  Disapproved

\_\_\_\_\_  
**Dean / Department Head**  
(Name & Signature)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President / General Director**  
(Name & Signature)

\_\_\_\_\_  
**Date**

Approved

Disapproved

\_\_\_\_\_  
**President, KSAU-HS**  
(Name & Signature)

\_\_\_\_\_  
**Date**

Note:  
In-Kingdom Days only: - Dean / Department Head  
Paid - President, KSAU-HS

Out of Kingdom Days or Paid - President, KSAU-HS