

Date:

WB Staff name:

WB N<sup>0</sup>

Phone No:

Designation:

Department:

**YEARS WORKED IN RWANDAIR**

Travel concessions are privileges and not rights. Travel concessions shall be used for non-income generating purposes such as leisure, vacation, fulltime studies or visiting friends and relatives. Travel for purposes involving any remuneration or business or for commercial purposes is not permitted. Privilege shall be revoked at the sole discretion of WB for any abuse or non-compliance to this policy

Type of Ticket: Self  Spouse  Child  Parents   
*(Check box where appropriate)*Name(s) of **(Person you are requesting for)**

Reason for Travel

Duty Privilege *(Check box where appropriate)*

Reference No:

Date	Departure	Arrival

Rebate: (1), (2), (3), (4), (5)

Rebate Status (SA/Confirmed)

Name

Signature

Date

Approved by Payroll Manager:

Dpt. Manager/HOD Approval:

Ticket issued by: (Travel Desk Executive)