

Reimbursement Form

Please tick the required box

Name: Mr./Ms/Dr. :		
Employee ID No. :	Annual Ticket Reimbursement	<input type="checkbox"/>
Nationality :	Educational Reimbursement	<input type="checkbox"/>
Date of Appointment :		
Title :		
College :		
Department :		
Basic Salary : RO.		

Details for Annual Ticket Compensation						
Destination		No. of Tickets			Total Ticket Amount	Details of Passenger
From	To	Adults	Child	Infant		

Details for Educational Compensation						
Name of the Children	Grade	Academic Year	Fees	Recpt.No.	Name of School	

Signature (Employee)	HR Director	Finance Director
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Notes & Requirements

1 For Educational Compensation: For two of his/her children 18 years of age or younger studying in Oman, Grades One to Twelve, the University shall reimburse to the employee up to RO 1,000 (one thousand Omani Rials) per child per year against invoices from the schools with the exception of British school, where the university shall reimburse per year up to R.O 2,000(Two thousand Omani Rials) in case of one child and up to 3,000(Three thousand Omani Rials) in case of two children. Education Allowance includes only tuition fees. Books and supplies are not included.

3 For Air Ticket compensation :The University shall pay to the employee, his/her spouse and up to two of their children who are 18 years of age or younger provided they reside with him/her in Oman a travel allowance up to RO 350 (three hundred fifty Omani Rials) once per year (return ticket) per family member against receipts.

Required Documents for reimbursement : 1) Residential identification proof for staff, spouse & children (if entitle) & ,2) Family members must be sponsored by the university, 3) Original invoice