



Reimbursement Form

Date:		Please tick the required box:
Name:		Annual Ticket Reimbursement <input type="radio"/>
Employee ID:		Educational Reimburesment <input type="radio"/>
Nationality:		
Date of appointment:		
Job title:		
College/Department:		

Details for Annual Ticket Compensation

Destination		For Whom?			Type of Ticket?		Ticket Price	Name of the Passengers
From	To	Employee	Spouse	Child	One Way	Two Way		

Details for Annual Educational Compensation

Name of Children	Grade	Academic Year	Tuition Fees Only	Name of School

Employee Signature

HR Director

Finance Director

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.

2. 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 once per year (return ticket) against receipts according to his/her contract.

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