	UNIMAS HOLDINGS SDN. BHD. (727487-D) (A Company Wholly Owned By Universiti Malaysia Sarawak) **TRAVEL REQUEST FORM**	Document No.	: UH-FM-ADM-02
		Revision No.	: 02
		Effective Date	: 07.04.2026
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Project Name :

Project Code :

Project Balance :

Purpose of Travel :

Mode of Transport : AIR / LAND / WATER / OTHERS

FLIGHT ITINERARY

First & Middle Name	Last Name/Surname	IC /Passport No	Date	Route From & To	Departure & Arrival Time	Meal	Luggage	Seat	Total Airfare (RM)
PIC For Booking:									
Phone No:									
								TOTAL:	

HOTEL ARRANGEMENT

Full Name (as per NRIC)	Hotel Name & Location	Check-in	Check-out	Room Type	Room Rate	Remarks
				TOTAL :		

For Travelling Under Project & Account Enterprise (External)

Requested by (Project Team/PTJ):	Approved by (Project Leader/Dean) :	Verified by UHSB (PMO/CEO) :
.....	.....	.....
Name :	Name :	Name :
Position :	Position :	Position :
Date :	Date :	Date :

For UHSB Staff Only (Internal)

Requested by (Staff/Director):	Verified by (Admin Dept) :	Approved by (HOD/CEO/Chairman)
.....	.....	.....
Name :	Name :	Name :
Position :	Position :	Position :
Date :	Date :	Date :