

## Application for Passage (Split Passage Scheme)

**Notes**

- Please read the attached Human Resources Policies and Procedures/Split Passage Scheme carefully before completing this form.*
- To claim for reimbursement of passage, please submit to the Finance Office (a) this application form approved by the Human Resources Office, (b) a brief statement of all the expenses and original official receipts for major items including airfare (with itinerary), package tours and accommodation.*
- The maximum entitlement of passage allowance for a particular tour of service will be based on the prevailing quoted price of airfare provided by the Finance Office on the date the application is received at the Human Resources Office.*
- Please note that the departure date(s) should fall within the eligibility period and all claims should be made not later than 3 months from the end of a tour of service.*

**Part I (To be completed by Applicant)**

Name \_\_\_\_\_ Staff I.D. Card No. \_\_\_\_\_

Post /Department \_\_\_\_\_ Ext. No. \_\_\_\_\_

Place of Permanent Home (if applicable) \_\_\_\_\_  
(as indicated on Letter of Appointment)**1. Family particulars:**

Name of spouse \_\_\_\_\_

Dependent child(ren): [For children between the ages of 19 and 21 as of the end date of the tour of service, the certificate of full-time education should be provided.]

	<u>Name</u>	<u>Date of Birth</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

**2. Apply for :**

- ☐ Leave passage for the tour of service from \_\_\_\_\_ to \_\_\_\_\_
- ☐ End of contract passage (My current contract ends on \_\_\_\_\_)
- ☐ Final departure passage

- I have read and fully understand the Human Resources Policies and Procedures/Split Passage Scheme.
- I understand that the advance set of leave passage or round trip airfare for home leave as appropriate, is provided in lieu of final departure passage, if applicable in the event the subject tour of service is my last tour of service before leaving the University service.
- I declare that \*myself/my spouse/my child(ren) \*is/are not at the same time participating in any other passage scheme sponsored by \*my spouse' employer/my next employer/any other source. I undertake to pay the University any passage undertaken in advance of my entitlement should I fail to complete my contractual obligations with the University and/or have claimed in excess of entitlement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please delete as appropriate*