

|                       |           |         |     |     |
|-----------------------|-----------|---------|-----|-----|
| Ticketing Application | Applicant | Manager | G.M | P.M |
|                       |           |         |     |     |

You are requested to approve the ticketing application

Date :

|           |              |        |             |      |
|-----------|--------------|--------|-------------|------|
| Applicant | Name         | (Last) | (First)     | (MI) |
|           | Position     |        | Site        | RRE  |
|           | Nationality  |        | Department  |      |
|           | Passport No. |        | Expiry Date |      |

|        |                 |
|--------|-----------------|
| Period | From : ( ) Days |
|--------|-----------------|

|                               |                                       |        |     |             |     |
|-------------------------------|---------------------------------------|--------|-----|-------------|-----|
| Travel Route<br>&<br>Schedule | Departure                             |        |     |             |     |
|                               | Date                                  | Origin | ETD | Destination | ETA |
|                               |                                       |        |     |             |     |
|                               |                                       |        |     |             |     |
|                               | Return                                |        |     |             |     |
|                               | Date                                  | Origin | ETD | Destination | ETA |
|                               |                                       |        |     |             |     |
|                               |                                       |        |     |             |     |
|                               | The types of ticketing :              |        |     |             |     |
|                               | The co-worker's name when you leave : |        |     |             |     |

|                            |  |
|----------------------------|--|
| Reference (Previous leave) |  |
|----------------------------|--|

|        |  |
|--------|--|
| Period |  |
|--------|--|

|        |  |
|--------|--|
| Remark |  |
|--------|--|

|                                        |  |  |  |  |  |
|----------------------------------------|--|--|--|--|--|
| For administration department use only |  |  |  |  |  |
|----------------------------------------|--|--|--|--|--|

|         |                                                                |      |          |           |           |
|---------|----------------------------------------------------------------|------|----------|-----------|-----------|
| Nos     |                                                                | Mark | Approval | Name      | Signature |
| Check 1 | Is the ticketing correct according to an employment agreement? |      | Checked  | N.H. KIM  |           |
| Check 2 | If the Ticketing is for Leave, is the leave period correct?    |      | Approved | G. Y. LEE |           |
| Check 3 | Is the route appropriate?                                      |      | Approved |           |           |

|                  |                  |
|------------------|------------------|
| HR STAFF REMARKS |                  |
| DATE RECEIVED:   | CONTRACT EXPIRES |