

## 110A - Maha K. Alotaibi

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**From:** 600 - Abdulrahman Y. Alshaikh  
**Sent:** Wednesday, September 28, 2022 3:13 PM  
**To:** 110A - Maha K. Alotaibi; 113A - Hafsah M. Alzaidi  
**Cc:** 410A - Mohammed Y. Shaikh  
**Subject:** RE: REQUEST FOR GASOLINE-ALLOWANCE -SEPTEMBER 2022

مها،

مطلوب عمل مكافئة ثابتة للسيد نورماندي مبلغ 300 ريال شهري مقابل مصاريف التنقل.

**الدفة**

**Abdulrahman Y. Alshaikh**  
Chief Technology Officer  
**Daffah Company**

2702 – Dirah (Maegliah Center)  
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W : <http://daffah.sa/>

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**From:** 215 - Normandy R. Cruz <215@awtad.sa>  
**Sent:** Wednesday, September 28, 2022 3:03 PM  
**To:** 410A - Mohammed Y. Shaikh <410a@awtad.sa>  
**Cc:** 03 - Yahia M. Alshaikh <Yahia@daffah.sa>; 600 - Abdulrahman Y. Alshaikh <aalshaikh@daffah.sa>  
**Subject:** FW: REQUEST FOR GASOLINE-ALLOWANCE -SEPTEMBER 2022

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**From:** 215 - Normandy R. Cruz  
**Sent:** Tuesday, September 27, 2022 3:16 PM  
**To:** 410A - Mohammed Y. Shaikh  
**Cc:** 113A - Hafsah M. Alzaidi; 110A - Maha K. Alotaibi  
**Subject:** FW: REQUEST FOR GASOLINE-ALLOWANCE -SEPTEMBER 2022

Dear Sir

May I request...to avail the **SR-300.00**...as my gasoline allowance for SEPT 2022...be included to my salary....

Sheik Abdurrahman Yahia...also **confirmed** this amount...during our last meeting ...as per e-mail last ( **Sept 14, 2022**)....

Thank You



**Normandy R. Cruz**  
Akarat Accountant  
Awtad Company

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**From:** 215 - Normandy R. Cruz  
**Sent:** Wednesday, September 14, 2022 5:46 PM  
**To:** 410A - Mohammed Y. Shaikh; 03 - Yahia M. Alshaikh  
**Cc:** 600 - Abdulrahman Y. Alshaikh; 210 - Normandy Cruz  
**Subject:** FW: REQUEST FOR GASOLINE-ALLOWANCE ( UPDATE )

Dear Sir

Please be informed of my request for my GASOLINE/ TRANSPORTATION... ( MEGALIYA TO MAJDOL TOWER )...**UPDATE...**

The allowance amounting to **SR-300.00...is the amount granted by SHK ABDURAHMAN YAHIA...this morning ...today...**

Note: **I am hoping...you can be so kind enough to give SR-100.00...more ( for the travel is always ...TRAFFIC )...**

Computation: SR-300.00-granted gasoline allowance/ monthly as per negotiation with SHK ABDURAHMAY YAHIA...  
SR-100.00-requesting for additional...due to traffic  
**SR-400.00-total amount for a monthly**

This is for my everyday work to MAJDOL TOWER...( 6 DAYS )...as week...( as per instruction of SHEIK ABDUL AZIZ )...

\*\*\* 2 HOURS in MEGALIYA ( To deliver documents from MAJDOL to MEGALIYA ( VICE VERSA )  
\*\*\* AFTERNOON DUTIES ...( as a MAJDOL ACCOUNTANT )....

**Please consider my request....**

Thank you.

Thanks & Best Regards



**Normandy R. Cruz**  
Akarat Accountant  
Awtad Company

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**From:** 600 - Abdulrahman Y. Alshaikh  
**Sent:** Tuesday, September 13, 2022 1:12 PM  
**To:** 215 - Normandy R. Cruz  
**Subject:** RE: REQUEST FOR GASOLINE-ALLOWANCE

مطلوب الحضور للمكتب لمناقشة الطلب أدناه مع إحضار المستندات المطلوبه.  
Come to my office to discuss below, attend with related documents

Thank you,,

**الدفة**

**Abdulrahman Y. Alshaikh**  
Chief Technology Officer  
Daffah Company

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**From:** 215 - Normandy R. Cruz <[215@awtad.sa](mailto:215@awtad.sa)>  
**Sent:** Monday, September 12, 2022 4:26 PM  
**To:** 600 - Abdulrahman Y. Alshaikh <[aalshaikh@daffah.sa](mailto:aalshaikh@daffah.sa)>  
**Cc:** 03 - Yahia M. Alshaikh <[Yahia@daffah.sa](mailto:Yahia@daffah.sa)>  
**Subject:** REQUEST FOR GASOLINE-ALLOWANCE

Dear Sir

I humbly request for a **GASOLINE-ALLOWANCE...for my everyday work duty to MAJDOL TOWER...**

I already negotiated to the **FINANCE MANAGER ( SHK YAHIA )...about this matter...and give me instructions to send an e-mail request...**

I am going to MEGALIYA in the morning...for (2)-hours' work ...and going to Majdol Tower in the afternoon ( **as per instructions of SHEIK ABDUL AZIZ** )....

**Computation:**

- \*\*\*MEGALIYA TOWER to MAJDOL TOWER ( 16 kilometer)
- \*\*\*PRICE of GASOLINE per Kilometer ( SR-2.18 )
- \*\*\* Number of Days/ monthly ( 24-days ) (( @ 6 days a week ))

Computation: \*\*\* 16 km x 2.18 = 34.88 ( daily expenses ) \*\*\*

Computation: \*\*\* **34.88 daily x 24-days = 837.12 ( Actual Monthly Expenses )**\*\*\*

**I am only requesting...at least SR-600.00-a month...**

**Note: ( it is very hard to drive in traffic for a 51 year old man )...but the work in MAJDOL TOWER...( is not a problem )...**

Note: I already started my work here ...last August 23, 2022...and up to now...still ...not receiving anything... ( **Please grant my request...** )

**Thank You so much in Advance...**



**Normandy R. Cruz**  
Akarat Accountant  
Awtad Company

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