



Note : For translation only please use Thai Version

King Mongkut's University of Technology Thonburi

Withdraw money form on going abroad

Date

I Mr/Mrs/MsSurname.....

Position Affiliation; department/branch/section.....

Faculty/Office/institution/cluster/sectionask to withdraw money

1. Travel expenses on going to work for university, in the topic is

Place

2. During the date.....time to the datetime

(Time calibration, you have to calculate time ever since departure time at Thailand until back time to Thailand, by counting of time from the time stamped passport at departures to the time stamped passport at incoming).

3. Travel expenses consist of

3.1 Registration fee is money THB

3.2 Allowancesdays Daily withdrawal rate THB. Total money is THB

3.3 Accommodation feedays Daily withdrawal rate THB. Total money isTHB

3.4 Travel expenses, by vehicle is..... , is money THB

3.5 Compensation vehicles travel, the rate of 5 THB/kilometer, The number of kilometer Total money isTHB

3.6 Charge is moneyTHB

3.7 Other expenses is moneyTHB

The total amount of money THB (.....)

4. I would like to withdraw the above expenses from the budget.....

To be approved, please

The comments of supervisors

Signature

Signature The approval

(.....)

SignatureApprovers

(.....)

Date

Documents used for the withdrawal of travel expenses in the country.

- 1. Withdraw money form on travel in country
2. Receipt registration fee (In case registration)
3. Copy of ticket

4. Charge receipts (if any)
5. A certificate of receipt (If you can not get a receipt from the payee)
6. Report on performance