

**King Mongkut’s University of Technology Thonburi**

**Reimbursement Form for Domestic Travel Allowance**

Date:……………………….……………………..

 I, Mr./Mrs./Miss………………………………………………………………………………………..………………………………………..

Position:……………………………………….. Affiliation (Department/Division/Unit):…………………………………….………….

Faculty/Office/Institute/Division/Unit……………………………………… would like to ask for permission to

1. Travel to work for KMUTT on ……………………………………………………………………………………………………………..

 …………………………………………………………………………………………………………………………………………………………………

 Venue:……………………………………………………………………….…………………………………………………………………………….

1. From the date of………………….………….. time:………….....… to the date of ……………………… time:……….…….

 (The period should be counted from the date of departure from the residence/workplace to the date of

 returning to the residence/workplace.)

1. Estimated expenses for this trip
	1. Registration fee:………………..……….. Baht
	2. Allowance:……………….………...Baht Daily rate:………………Baht Total:……………….. Baht
	3. Accommodation: ………………Baht Daily rate:………………Baht Total:……………….. Baht
	4. Transportation method:……………………….. Total:……………….. Baht
	5. Compensation for vehicle Rate/km.:………5……….. Baht Distance:……………….km.

Total:……………….. Baht

* 1. Fee (if any):………………………… Baht

Total expenses:……………………….. Baht

1. I would like to reimburse the above expenses from………………………………...………………………………………

For your consideration and approval **Superior’s comment**

 …………………………………………..

………………………………………….. Applicant …………………….…………………….Approver

(…………………………………………) (………………..………………………..)

 Date:…………………………………..

**Supporting documents for reimbursement for domestic travel allowance**

1. Reimbursement Form for Domestic Travel Allowance
2. Registration Fee receipt (if there is a registration fee)
3. Copies of travel passes/tickets
4. Receipts of fees (if any)
5. Substitution certificate of receipts (in case original receipts cannot be acquired from the recipients)
6. Operating Performance Report Form