

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

**Reimbursement Form for Overseas 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 ……………………………………………………………………………….……………………………………………………..

 ………………………………………………………………………………………………………………………………………………..………………………………………

 At………………………………………………………………..………………………….. Province:…………………………………………..………………………….

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 overseas travel allowance**

1. Reimbursement Form for Overseas 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