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

**Report of Travel on KMUTT Business**

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

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

Faculty/Office/Institute/Division/Unit……………………………………… would like to report of travel on KMUTT business. Details are as follows:

1. Principles and Rationales

1. Objectives

1. Details

Title of the project

Venue

Duration (from/to)

Accompanying person(s) 1.

2.

3.

1. Travel expenses consist of 1. 2. 3.
2. Results

1. Problems and threats

1. Suggestions

…………………………………….... Reporter

(……………………..………………)

Date:…………………..…………….