



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:.....

2. 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.)

3. Estimated expenses for this trip

3.1. Registration fee:..... Baht

3.2. Allowance:.....Baht Daily rate:.....Baht Total:..... Baht

3.3. Accommodation:Baht Daily rate:.....Baht Total:..... Baht

3.4. Transportation method:..... Total:..... Baht

3.5. Compensation for vehicle Rate/km.:.....5..... Baht Distance:.....km.

Total:..... Baht

3.6. Fee (if any):..... Baht

Total expenses:..... Baht

4. 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