



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

.....

2. Objectives

.....

3. Details

Title of the project

.....

Venue

.....

Duration (from/to)

Accompanying person(s)

- 1.
2.
3.

4. Travel expenses consist of

- 1.
2.
3.

5. Results

.....

6. Problems and threats

.....

7. Suggestions

.....

..... Reporter

(.....)

Date:.....