



King Mongkut's University of Technology Thonburi

Inbound Travel Expense Request Form

.....

Date .....

Mr. / Mrs. / Miss .....

Position ..... at Department / Program / Section.....

of Faculty / Office / Section ..... would like to reimburse the following expenses:

1. Purpose of Travel:

.....  
.....

Venue: .....

.....

2. From the date ..... Time ..... to the date ..... Time .....

(The travel period starts from the date you leave home/work place to the date you return home/work place.)

3. The work-related travel expenses for  myself  team members consist of

3.1 Registration Fee ..... Baht

3.2 Daily Allowance: No. of Days ..... days Rate/Day ..... Baht Total ..... Baht

3.3 Accommodation: No. of Days ..... days Rate/Day ..... Baht Total ..... Baht

3.4 Transportation: By ..... Total ..... Baht

3.5 Per-kilometer Reimbursement Rate.....5..... Baht /km. Total Distance ..... kms. Total ..... Baht

3.6 Other Fees (if any) Total ..... Baht

3.7 Other Expenses Total ..... Baht

**Total Expenses ..... Baht (.....)**

4. I would like to request the above reimbursement from the budget of.....

For your perusal and actions

Supervisor's comments

.....

..... Requester

(.....)

..... Approver

(.....)

Date .....

Documents Required for Inbound Travel Expenses;

1. Inbound Travel Expense Request Form
2. Registration Receipt (If applicable)
3. A Copy of Boarding Pass/Tickets
4. Other Fee Receipt(s) (If any)
5. Certification of Payment (In case, receipt is not applicable.)
6. KMUTT Work Report Form