



King Mongkut's University of Technology Thonburi
Outbound Travel Expense Request Form

Date

Mr. / Mrs. / Miss

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

of Faculty / Office / Sectionwould 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 and to the time upon exiting and entering Thailand as shown on your passport.)

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 Outbound Travel Expenses;

1. Outbound 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