



APPROVAL FORM FOR DOMESTIC CONFERENCE / TRAINING / SEMINAR / VISIT / RESEARCH WORKSHOP

King Mongkut's University of Technology Thonburi
Date.....Month.....Year.....

Subject:.....

To:.....

Attachment: A copy of document related to conference/training/seminar/visit/research workshop

I,, Position.....
Department/Center/Office/Division....., Faculty.....,
would like to attend () Conference/Seminar () Visit () Training () Research Workshop
() Research Presentation on.....from.....to.....,
Duration.....days, Venue....., Organizer.....,
Number of attendants.....persons as specified in the attachment.

Estimated expenses are as follows:

- | | |
|---------------------------------|--------------------------|
| 1. Registration fee |baht |
| 2. Vehicle fee |baht |
| 3. Compensation for vehicle fee |baht |
| 4. Allowance |baht |
| 5. Accommodation fee |baht |
| 6. Fees/other expenses |baht |
| Total |baht (.....) |

I have considered the above details and agreed that the Conference/Seminar/Visit/Training/
Research Workshop/Research Presentation would be beneficial to the university. The knowledge
obtained from this event could be applied to () Instruction of curriculum.....
() Research () Work () Acquire international collaboration () Others.....

Therefore, I would like to request

1. Permission to attend Conference/ Seminar/ Visit/ Training/ Research Workshop/ Research
Presentation on the specified date and time and this attendance shall be considered as a part
of regular work.
2. Payment for Conference/Seminar/Visit/Training/Research Workshop/Research Presentation as
per actual costs regarding a transaction code.....

Signature.....

Attendant to Conference/Seminar/Visit/Training/Research Workshop/Research Presentation

Opinions of Supervisor

	Approve	Not Approve	Additional Opinions	Signature	Position
Supervisor	<input type="checkbox"/>	<input type="checkbox"/>			
Higher Ranking Supervisor	<input type="checkbox"/>	<input type="checkbox"/>			
Highest Ranking Supervisor	<input type="checkbox"/>	<input type="checkbox"/>			