

Date..... Month..... Year.....

**Subject: Request for subsistence allowance**

**UTCC President,**

I (Mr./Mrs./Ms.)..... Position.....

School/Department..... was assigned to work for the university in:

Seminar/ Meeting/ Training .....

Place .....

Departure Date..... Month..... Year..... Time..... hours.

Back to University Date..... Month..... Year..... Time..... hours.

I hereby request the subsistence allowance as stated in the UTCC Regulations on Reimbursement of subsistence allowance, overtime, and work on holidays B.E.2550 as follows:

- O The registration fee a total of .....baht
  - O The travel allowance for ..... day(s) .....baht per day. a total of .....baht
  - O The accommodation for ..... day(s) .....baht per day. a total of .....baht
  - O The transportation by ..... a total of .....baht
  - O Other ..... a total of .....baht
- Total ..... baht

I attached the following documents:

Approval of the University or President

- Payment receipt / Important documents
- O The registration fee..... copy(ies)
  - O Accommodation..... copy(ies)
  - O transportation..... copy(ies)
  - O Other..... copy(ies)

I hereby request for your approval.

Signature..... (claimer)                      Signature..... Department Head

Extension Tel. No. ....                      Extension Tel. No. ....

Office of Human Resource Management	Finance Division
Payment of.....baht (.....)	I received a total amount of .....baht (.....)
Signature..... ...../...../.....	Signature..... ...../...../.....