

**Overtime and work on holidays claim**

**Subject: Request for overtime/work on holidays**

**UTCC President,**

Mr./Mrs./Ms.....position.....  
 level..... School/Department ..... was approved to work outside normal working hours and/or work on public holidays as follows:

Day..... Date..... From (time)..... To..... A total of.....hour(s).  
 A total of normal overtime.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday work.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday overtime.....hour(s) Baht per hour..... A total of .....baht. The sum total.....baht.

Day..... Date..... From (time)..... To..... A total of.....hour(s).  
 A total of normal overtime.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday work.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday overtime.....hour(s) Baht per hour..... A total of .....baht. The sum total.....baht.

Day..... Date..... From (time)..... To..... A total of.....hour(s).  
 A total of normal overtime.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday work.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday overtime.....hour(s) Baht per hour..... A total of .....baht. The sum total.....baht.

Day..... Date..... From (time)..... To..... A total of.....hour(s).  
 A total of normal overtime.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday work.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday overtime.....hour(s) Baht per hour..... A total of .....baht. The sum total.....baht.

Day..... Date..... From (time)..... To..... A total of.....hour(s).  
 A total of normal overtime.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday work.....hour(s) Baht per hour..... A total of .....baht.  
 A total of holiday overtime.....hour(s) Baht per hour..... A total of .....baht. The sum total.....baht.

A grand total .....baht

I hereby request the overtime and work on holiday claim as stated in the UTCC Regulations regarding claims for work outside of the university, overtime, and work on holidays B.E.2550. Attached was an approval from the President. I hereby certify that is all information is true and correct.

(Signature)..... Extension No.....

(Signature)..... Department Head

...../...../.....

| The Office of Human Resource Management comments  | Finance Division comments |
|---|---------------------------|
| <p><b>Dear Head of Financial Division,</b></p> <p>The request is approved. The payment for overtime and work on holidays is.....baht.</p> <p>(.....)</p> <p style="text-align: center;">HR Staff Signature</p> <p style="text-align: center;">...../...../.....</p> |                           |

