



Request for Budget Approval of Oversea Business Trip Form

แบบเบิกงบประมาณเดินทางไปต่างประเทศ

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

Subject: Request for Budget Approval of Oversea Business Trip Form

To: President

My name is (Mr./Mrs./Miss).....Surname.....

Position.....Office.....I would like to request for budget of

- () Business negotiation for high executives
- () Allowance fee for working overseas
- () Seminar and training overseas Office.....
- () Gift/Gist
- () Academic work presentation

To work about.....

At city.....Country.....Total Duration.....Days

From.....to.....

Your consideration would be much appreciated.

Office of Human Resources Management	
() Registration fee.....Baht	
() Airfare.....Baht	
() Accommodation fee.....Baht	
() Allowance fee.....Baht	
() Insurance fee.....Baht	
() Visa fee.....Baht	
() Transportation costs.....Baht	
() Reception costs.....Baht	
()Baht	
()Baht	
Total.....Baht	

	_____/_____/_____

(Sign).....

(.....)

_____/_____/_____

(Sign).....

(.....)

_____/_____/_____

Dean/ Office Head

(Sign).....Authorized Person

(.....)

_____/_____/_____