



Date Click or tap to enter a date.

Requester Name Click or tap here to enter text.

Department  Chinese studies  India studies  Thai studies

Others (specify) Click or tap here to enter text.

**Academic event details**

Types of academic event: Choose an item.

Title of academic event: Click or tap here to enter text.

Scheduled on Click to enter a date. at Enter start time to Click to enter a date. at  
Enter end time

Venue: Click or tap here to enter text.

Organisator(s): Click here to enter text.

**Travel details**

Expected date of leaving Click to enter a date. Expected date of returning Click to  
enter a date.

Will you travel before or after attending the event?  Yes  No

If your answer above is 'Yes', please specify type of leave and duration.

Choose an item.

Type of leave From Click to enter a date. To Click to enter a date.

Type of leave From Click to enter a date. To Click to enter a date.

Have you requested to leave online?  Yes  No

**Expenses\***

| Categories       | Amount | Unit         | Total amount | Currency | Amount in Baht | Approve amount |
|------------------|--------|--------------|--------------|----------|----------------|----------------|
| Allowance        |        | days         |              |          |                |                |
| Accommodation    |        | Nights       |              |          |                |                |
| Registration fee |        | Paper/person |              |          |                |                |

Received By: \_\_\_\_\_ Date \_\_\_\_\_

| Categories   | Amount | Unit       | Total amount | Currency | Amount in Baht | Approve amount |
|--|--------|------------|--------------|----------|----------------|----------------|
| Plane ticket   |        | Round trip |              |          |                |                |
| Airport fee  |        | times      |              |          |                |                |
| Travel expense in the destination province/country               |        |            |              |          |                |                |
| Travel expense between home/office and airport/bus/train station |        |            |              |          |                |                |
| Visa related expenses  |        |            |              |          |                |                |
| Total amount to reimburse  |        |            |              |          |                |                |

\*The budget is limited to 30,000 Baht.

|   |   |
|---|---|
| <p style="text-align: center;"><b>Requester</b></p> <p>(Signature) .....</p> <p>(.....)</p> <p>...../...../.....</p>  | <p style="text-align: center;"><b>Head of Program</b></p> <p>(Signature) .....</p> <p>(.....)</p> <p>...../...../.....</p>  |
| <p style="text-align: center;"><b>Finance unit</b></p> <p><input type="checkbox"/> Grant funding in fiscal year ..... according to PBIC's research regulation</p> <p><input type="checkbox"/> Approve amount of .....</p> <p>.....</p> <p>(.....) (Ms. Thitaree Thititechanan)<br/>           Budgeting Officer      Head of Administration and Development</p> <p>...../...../.....      ...../...../.....</p> | <p>Dear Vice Dean for consideration and approval</p> <p><input type="checkbox"/> Approved budget and expense as requested</p> <p><input type="checkbox"/> Not approved because.....</p> <p>(Signature) .....</p> <p style="text-align: center;">(Ms. Yupa Chaikitja)<br/>           Acting Secretary</p> <p>...../...../.....</p> |
| <p><input type="checkbox"/> Approved      <input type="checkbox"/> Not approved</p> <p>(Signature) .....</p> <p>(Assoc.Prof.Dr. Phanida Saikhwon)<br/>           Vice Dean for Management and Development</p> <p>...../...../.....</p>  | <p><input type="checkbox"/> Approved      <input type="checkbox"/> Not approved</p> <p>(Signature) .....</p> <p>(Asst.Prof.Dr. Supreede Rittironk)<br/>           Vice Dean for Research and International Affairs</p> <p>...../...../.....</p>   |

Received By: \_\_\_\_\_ Date \_\_\_\_\_