



RE.02 Request and Checklist for Expense Reimbursement

Budget approved on [Click or tap to enter a date.](#) Loan contract No. [Click or tap here to enter text.](#)

Requestor Name [Click or tap here to enter text.](#)

Department Chinese studies India studies Thai studies

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

Seminar/Training/Meeting/ Workshop/ Conference Details

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.](#)

Travel details

Departure from [Choose departure point](#) on [enter a date.](#) at [Enter time](#)

Arrive at [Choose arrival point](#) on [enter a date.](#) at [Enter time](#)

Expenses

Categories	Amount	Unit	Total amount	Currency	Amount in Baht
Allowance		days			
Accommodation		Nights			
Registration fee		Paper/person			
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	Click or tap here to enter text.				

I certify that this claim is a true statement of expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I have read a seminar/Training/Workshop/Conference budget request and reimbursement manual and agree with it.

Date: [Click or tap to enter a date.](#)

Requester signature: _____

<p>Checked and approved the budget as requested.</p> <p>Signature</p> <p>(.....)</p> <p>Research officer</p> <p>...../...../.....</p>	<p>Checked for the evidence of payment and approved the reimbursement.</p> <p>Signature</p> <p>(.....)</p> <p>Finance officer</p> <p>...../...../.....</p>
<p>Approved the reimbursement as requested.</p> <p>Signature.....</p> <p>(.....)</p> <p>Head of Administration and Development</p> <p>...../...../.....</p> <p>Checked and approved the reimbursement as requested.</p> <p>Signature.....</p> <p>(.....)</p> <p>Acting Secretary</p> <p>...../...../.....</p>	<p>Approved the reimbursement.</p> <p>Signature.....</p> <p>(.....)</p> <p>Vice Dean for Administration and Development</p> <p>...../...../.....</p>

Requester signature: _____

Details of the work trip

Depart from	Date/Time	Arrive at	Date/Time	Details

Requester signature: _____



REIMBURSEMENT CHECKLIST

Select the appropriate box to indicate documents submitted for reimbursement

1. Approved research fund proposal

Yes No, because [Click or tap here to enter text.](#)

2. Permission to leave Thailand from TU (Only the trip abroad)

Yes No, because [Click or tap here to enter text.](#)

3. Fill in your work report online Yes

4. Loan contract (If applicable) Yes

Fill in the 'Amount claimed (Bht) column in the request for reimbursement form (Only if your actual expense is more than the allowed amount)

5. Print exchange rates from Bank of Thailand website (Only the trip abroad)

1 day before you travel

1 day after you arrive (Only if you borrow money from the college)

6. Accommodation payment

Receipt (only receipt from the hotel/accommodation is accepted)

Copy of credit card statement for the payments made by credit card

Bor kor 111 form if the receipt is not in Thai

7. Registration payment

If you pay for the registration by credit card

Receipt of the payment Copy of credit card statement for the payments

Bor kor 111 form if the receipt is not in Thai

If you pay for the registration by money transfer

Proof of money transfer fee

Requester signature: _____

8. Boarding passes or train/bus tickets for travelling from bangkok to the main destination

Yes

OR if you lose boarding passes/tickets

Copy of passport front cover and the page showing time you depart and arrive Thailand (Only the trip abroad)

Plane/bus/train schedule

Police report of loss documents

9. Proof of payment for ticket(s) to go to your main destination

Receipt

Copy of credit card statement for the payments made by credit card

Bor kor 111 form if the receipt is not in Thai

Passenger itinerary receipt (for plane ticket only)

10. Proof of taxi payments within Thailand

Receipts AND/OR

Bor kor 111 form

11. Proof of travel expenses within the country or province of your main destination

Proof of payments, e.g. train ticket, boarding pass of domestic flight and receipt, etc.

Bor kor 111 form

Copy of credit card statement for the payments made by credit card

12. Visa related expenses

Visa fee receipt

Travel insurance receipt (only if you need this for obtaining the visa)

Copy of credit card statement for the payments made by credit card

Bor kor 111 form if the receipt is not in Thai

13. Conference/training/seminar schedule (for allowance reimbursement) Yes

Requester signature: _____