



PBIC
PRIDI BANOMYONG
INTERNATIONAL COLLEGE
Thammasat University

**Training, Conference, Seminar, and Academic
Presentation Approval Form**
Memo. /
For official use only

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;">Requester</p> <p>(Signature)</p> <p>(.....)</p> <p style="text-align: center;">...../...../.....</p>	<p style="text-align: center;">Head of Program</p> <p>(Signature)</p> <p>(.....)</p> <p style="text-align: center;">...../...../.....</p>
<p style="text-align: center;">Finance unit</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) 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) Acting Secretary</p> <p style="text-align: center;">...../...../.....</p>
<p><input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>(Signature)</p> <p>(Assoc.Prof.Dr. Phanida Saikhwan) 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. Supreedee Rittironk) Vice Dean for Research and International Affairs</p> <p>...../...../.....</p>

Received By: _____ Date _____