

## Travel Abroad Request Form

King Mongkut's University of Technology Thonburi

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

**Subject :** Request for travel abroad

**To :** President

I (Mr., Mrs.,Miss).....Position/Title.....

Authority Level ..... Division/Faculty.....Office/Center/Department

.....I would like to request a leave from .....to.....

number of work days ..... Public holiday..... days total ..... day for the following reason. I have to go to

.....to.....

and  I request leave from vacation leave beginning on ..... and ending.....

(have accumulative days on vacation leave for..... days. (Entitlement for vacation leave this year is ..... working days. Total..... days.)

I request leave from business leave beginning on ..... and ending.....

Not leave

Person responsible in my absence is .....

	last leave	current leave	total
vacation leave	(work day)	(work day)	(work day)
business leave	(work day)	(work day)	(work day)

Sincerely yours,

(Signature) .....

(.....)

(Signature)..... Reviewer

Position.....

Date...../...../.....

1. Comments by Supervisor

Approved

Disapproved (give reason)

.....

(Signature) .....

Position .....

Date ...../...../.....

2. Comments by Department Executive

Approved

Disapproved (give reason)

.....

(Signature) .....

Position .....

Date ...../...../.....

3. Officer of Office of Human Resource Management

(Signature) .....

Position .....

Date ...../...../.....

4. Director of Office of Human Resource Management

(Signature) .....

Date ...../...../.....

5. Vice President for Human Resources

(Signature) .....

Date ...../...../.....

6. Official approval on request

Approved

Disapproved (give reason)

.....

(Signature) .....

Position President

Date ...../...../.....