

No.

Date

Time.....



OFFICE OF THE POSTGRADUATE STUDIES, MAE FAH LUANG UNIVERSITY
Research Presentation Support Grant Form

Part 1: For Student:

Personal details

Name Mr. / Miss / Mrs. _____ Student ID _____

Study program _____ Major _____

Plan _____ School _____ E-mail : _____

Phone _____ Study level Ph.D. Degree Master's Degree

Program Details (Please attach related documents)

Program Title _____

Program Dates _____ Venue _____

Program type Conference / Seminar Educational field Trip ①

Program authorization _____ Registration fee _____

Others (Please specify) _____

Presenting paper entitled _____

Poster Oral Others _____

Itinerary (Please attach related documents)

Departure from _____ Date ____/____/____

By _____ Cost _____ ②

Arrival from _____ Date ____/____/____

By _____ Cost _____ ③

Taxi from _____ Cost _____ ④

If you travel by air (low cost airline) please provide your reasons _____

Accommodation

Accommodation name _____

Address _____ Room rate _____ baht/night

Date arrival _____ Date departure _____ total stay _____ night (s)

Total cost = _____ Baht/nigh x _____ nigh = _____ baht ⑤

Budget request (Please Select in for budget Request)

From ①, ②, ③, ④ and ⑤ = Total _____ Bath request from Scholarship funding

And

From ①, ②, ③, ④ and ⑤ = Total _____ Bath request from Personal allowance

Total budget request Bath

Signed _____
(_____)

Date ____/____/____

Part 2 : For Office of the Postgraduate Studies (Budget officer)		
Balance Checking		
Previous balance _____ baht Budget request _____ baht Remaining balance _____ baht	Signed _____ (_____)	Date ____/____/____
Part 3 : For School		
<u>Advisor</u> Comments _____ _____ _____	Signed _____ (_____)	Date ____/____/____
<u>Dean</u> Comments _____ _____ _____	Signed _____ (_____)	Date ____/____/____
Part 4 : For Office of the Postgraduate Studies		
Head, Office of the Postgraduate Studies		
<input type="checkbox"/> Please proceed as requested _____ _____ _____	Signed _____ (_____)	Date ____/____/____