



Mae Fah Luang University
Travelling Notification Report

Date.....

Approval has been granted for me, Mr/Mrs....., a special lecturer of course
 School of to travel to Mae Fah Luang University. According to MOE (๑๖)/.....date....., I travelled by
 from date.....time....., stayednights at....., and returned to the original date.....time..... The expenses are totalBaht (.....) and the details are as follow:

Lecturer name	Course name	Expenses claimed(Baht)			
		Transportation	Accommodation	Entertainment	Total
Total expenses (.....)					

Replacement for Receipt

Date	Items	Amount	
.....	Transportation expenses fromto airport.	-	I certify that the expenses were not possible to obtain receipts from the vendors, and I made payment for official university expenditure only.
.....	Transportation expenses from airport to the original.	-	
	(.....)	-	

I have attached herewith the original document(s) as the evidence for such expenses in set(s) of document. I have confirmed that the information provided regarding the expenses on the transportation and the teaching remuneration is true. I have received the expense in the amount of Baht (.....) and all expenses are paid in accordance with the university's regulations.

Please consider and approve the payment as requested.

.....Special lecturer
(.....)

<p>Preparer</p> <p>Signature..... (.....)</p> <p>Administrator</p> <p>...../...../.....</p>	<p>Dean</p> <p>Signature..... (.....)</p> <p>Dean</p> <p>School of</p> <p>...../...../.....</p>
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