

Overseas Trip Request Form for Naresuan University International Staff

Name: ..... Date: (dd/mm/yyyy) .....

Academic Department: ..... Faculty/College: .....

Other Units: .....

**Reason for the Trip**

Personal Business     Vacation     Others .....

Country of Destination: .....

Date Requested: From ..... To ..... Total ..... days

Signature: .....

OFFICIAL ONLY

Record of Overseas Leave in Fiscal Year .....	Comments of Dean/Director
1. Previous number of overseas leave request ..... time(s)	.....
2. The latest overseas trip	.....
To (country) .....	.....
From (date) .....to.....	.....
for the period of.....days	Signature: .....
3. Number of days spent abroad (including the current leave) ..... days	Position: .....
Signature (Inspector): .....	Date: .....
Position: .....	
Date: .....	
<b>Duly Authorized Person</b>	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not approved	
<input type="checkbox"/> Others .....	
Signature: .....	
(Name and Position: .....)	
Date: .....	

Remark: Please also submit the personal leave or vacation leave request form together with this form.