

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: | |

| Duly Authorized Person |
|---------------------------------------|
| <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.