**Overseas Trip Request Form for Naresuan University International Staff**

**Form OTR 1**

**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 ................**  1. Previous number of overseas leave request ............... time(s)  2. The latest overseas trip  To (country) ...................................................................  From (date) ................................to...............................  for the period of.............................days  3. Number of days spent abroad (including the current leave) ........... days  Signature (Inspector): ...................................................  Position: .......................................................................  Date: ............................................................................. | **Comments of Dean/Director**  ..........................................................................................  ..........................................................................................  ..........................................................................................  ..........................................................................................  ..........................................................................................  Signature: ........................................................................  Position: ...........................................................................  Date: ................................................................................ |
| **Duly Authorized Person**  🞎 Approved  🞎 Not approved  🞎 Others ............................................  Signature: ...............................................................  (Name and Position: ......................................................)  Date: ...................................................... | |

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