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Memorandum

Department……………………………………. Tel ………………………………………….

**No…………………..**  **Date………………………………………..**

# Request for Approved travel and budget expenses for short-term research work abroad.

**To** Vice President for Student and Learner Development

Enclosed: 1. Approval form of journey and budgets or expenditure in the case of one short

term international research

 2.Nomination and plan for cooperation with international advisor form

 The student’s Mr./Mrs./Ms.……………………………………., student ID..........................is a recipient of The Petchra Pra Jom Klao Doctoral KMUTT-NSTDA Scholarship. I plan to go short term research in France during 01 July 2018 – 31 December 2018.

 I would like to request for approve the trip and funding support from Petchra Pra Jom Klao Doctoral Scholarship. The detail cost of the short-term research case is in the request for travel approval and budget for short-term research work abroad form. The total amount of money requested is .................................. Baht.

For your consideration.

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(...........................................................)

Signature of Head of Department

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(...........................................................)

Signature of Dean/Director

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(...........................................................)

Signature of co-Advisor

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(...........................................................)

Signature of Advisor

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(...........................................................)

Signature of Student

Approve

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(Assoc. Prof. Dr. Chaowalit Limmaneevichitr)

Vice President for Student and Learner Development