



**Sirindhorn International Institute of Technology
Thammasat University**

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Memorandum

Ref. No.

Date:

To:

Subject: **Request for Reimbursement from SIIT**

ขออนุมัติเบิกค่าใช้จ่ายในการจัดกิจกรรม สำหรับกิจกรรมที่ได้รับอนุมัติให้จัดแล้ว (กรณี ไม่ได้ยืมเงินตรงจ่าย)

Enclosure(s): 1)
2)

On behalf of the.....Club /Division, we would like to request for the
reimbursement of **Baht** (.....)
from SIIT for the following activity:

Activity name:

Organized by:

Period of Activity: Date:.....Time:.....

Take Place at:

Date of Proposal Approval:

Approved Budget: Baht (.....)
from Budget of the Fiscal Year.....Item.....
of the.....Division /Academic Program

Recipient of the Reimbursement Payment: (Name-Surname).....

Requested by: (Signature) (Signature)
(.....) (.....)
Club President /Organizer Club Advisor /Division Chief

For authorized person: [] **Approve** as requested with condition:
.....
[] **Disapprove** with the reason that:
.....

..... (Signature)
(.....)
Position:.....
Date: