

**GR.OR.1 Disbursement Request Form for Grants for Research/Academic  
Presentations Abroad for Faculty Members of Graduate Programs Fiscal Year 2020,  
Organization Research and Educational Innovation Section, Faculty of Graduate Studies, Mahidol University**

**Part 1: Disbursement Request**

**At** ...../..... **Date** .....

**Subject** Disbursement Request for Grants for Research/Academic Presentations Abroad for Faculty Members of Graduate Programs

**Dear** Dean of Faculty of Graduate Studies (Via Program Chair and Dean of Grantee’s Home Faculty/Institute/College

I am, Prof./Assoc. Prof./Asst. Prof./Lecturer/Dr. ...., who works in a

- |                                                          |                                                   |
|----------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Graduate Diploma Program        | <input type="checkbox"/> Master’s Degree Program  |
| <input type="checkbox"/> Higher Graduate Diploma Program | <input type="checkbox"/> Doctoral Degree Program. |

Field of study ..... Department.....  
Faculty/ Institute/ College ..... Telephone.....

My position is a/an  lecturer  researcher who would like to make a disbursement request for travelling abroad to deliver a research/academic presentation; the presentation details are as follows:

Presentation title: .....

Presentation type:  Invited Speaker  Oral Presentation  Poster Presentation

Presentation status:  Waiting for response  Accepted on the date of ...../...../.....

Conference name: .....

Conference venue: (City and country)..... Conference date(s): (From...to...),.....

Date of departure from Thailand: ...../...../.....Date of return to Thailand: ...../...../.....

The Conference includes  both oral and poster presentations.  only poster presentations.

Attached with this form are the required documentations:

- A copy of invitation letter (in case that Grantee is invited as a keynote speaker)
- An original acceptance letter to present at the Conference (The letter must state the type of presentation.)
- An abstract; grantee’s name appears as (Please check.)
  - First Author
  - Corresponding Author
- The seminar/conference schedule and details
- Documentation showing travel expenses: airfare, registration fee, and accommodation
- Documentation of other source of funding (if any)
- Others (Please specify.....)

Travel Expenses:

- |                                            |          |                                          |          |
|--------------------------------------------|----------|------------------------------------------|----------|
| <input type="checkbox"/> Registration fee  | BHT..... | <input type="checkbox"/> Travel expenses | BHT..... |
| <input type="checkbox"/> Accommodation fee | BHT..... | <input type="checkbox"/> Others          | BHT..... |
- (Please specify .....)

Furthermore, I have other source of funding; the sponsor's name is (Please specify).....  
.....that covers my expenses for:

- Registration fee      BHT.....
- Travel expenses      BHT.....
- Accommodation fee BHT.....
- Others      BHT.....  
(Please specify .....

I hereby affirm that the disbursement request is in compliance with the announcement, titled “ Grants for Research/Academic Presentations Abroad for Faculty Members of Graduate Programs, Faculty of Graduate Studies, Mahidol University” Fiscal Year B.E.2562.

Kindly deliberate upon the matter and take appropriate action.

Signature .....  
(.....)

Grantee

Date...../...../.....  
Day                      Month                      Year

<p><b>Section 2 : Comments from the Program Director and the Faculty Dean</b></p> <p>To Dean, Faculty of Graduate Studies (through the Program Director and the Faculty Dean)</p> <p>For your consideration and further implementation</p> <p>Signature..... Program Director (.....)</p> <p>..... Faculty Dean (.....)</p> <p>Date.....</p>	<p><b>Section 3 : Comments from the Officers</b></p> <p>To Dean, Faculty of Graduate Studies</p> <p><input type="checkbox"/> Applicants meet all the requirements</p> <p><input type="checkbox"/> Others (please specify) .....</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Academic Officer</p> <p>Date.....</p>
<p><b>Section 4 : Approval</b></p> <p><input type="checkbox"/> approved BHT.....</p> <p><input type="checkbox"/> not approved because.....</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Dean, Faculty of Graduate Studies</p> <p>Date.....</p>	<p><b>Section 5 : Announcement</b></p> <p><input type="checkbox"/> Faculty Dean      Date.....</p> <p><input type="checkbox"/> Program Director      Date.....</p> <p><input type="checkbox"/> Grantee      Date.....</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Academic Officer</p> <p>Date.....</p>