

**GR.OR.1 Disbursement Request Form for Grants for Research/Academic
Presentations Abroad for Faculty Members of Graduate Programs Fiscal Year 2019,
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

☐ Graduate Diploma Program

☐ Master's Degree Program

☐ Higher Graduate Diploma Program

☐ 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:

☐ Registration fee BHT.....

☐ Travel expenses BHT.....

☐ Accommodation fee BHT.....

☐ 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

**Section 2 : Comments from the Program Director
and the Faculty Dean**

To Dean, Faculty of Graduate Studies
(through the Program Director and the Faculty Dean)

For your consideration and further implementation

Signature..... Program Director
(.....)

..... Faculty Dean
(.....)

Date.....

Section 3 : Comments from the Officers

To Dean, Faculty of Graduate Studies

☐ Applicants meet all the requirements
☐ Others (please specify)

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

Academic Officer

Date.....

Section 4 : Approval

☐ approved BHT.....
☐ not approved because.....

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

Dean, Faculty of Graduate Studies

Date.....

Section 5 : Announcement

☐ Faculty Dean Date.....
☐ Program Director Date.....
☐ Grantee Date.....

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

Academic Officer

Date.....