



## Application Form Faculty Staff Grant for Academic Event Attendance

**1. Applicant's Name:** .....

**2. Academic Event Information**

Event Name: .....

Event Website: .....

Category:  Congress  Conference  Symposium  Workshop  Others .....

Event Dates: from \_\_\_/\_\_\_/\_\_\_ (dd/mm/yr) to \_\_\_/\_\_\_/\_\_\_ (dd/mm/yr) Travel Dates: from \_\_\_/\_\_\_/\_\_\_ (dd/mm/yr) to \_\_\_/\_\_\_/\_\_\_ (dd/mm/yr)

Venue Name and Address: .....

**3. Attendance Responsibility**

**3.1 As a speaker**

technical paper  keynote speech  tutorial  panel discussion / invited presentation

Title : .....

Included in  IEEEExplor  ISI  SCOPUS

**3.2 As an event organiser, a chair/cochair, or others**

Please specify serving position and submit in evidence

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Steering committee                          | <input type="checkbox"/> Advisory committee                | <input type="checkbox"/> General chair / cochair            |
| <input type="checkbox"/> Technical program committee chair / cochair |  | <input type="checkbox"/> Technical program committee member |
| <input type="checkbox"/> Special session chair / cochair             | <input type="checkbox"/> Session chair / cochair           | <input type="checkbox"/> Finance chair / cochair            |
| <input type="checkbox"/> Registration chair / cochair                | <input type="checkbox"/> Local arrangement chair / cochair |   |
| <input type="checkbox"/> Exhibition chair / cochair                  | <input type="checkbox"/> Secretariat / General Secretary   |   |
| <input type="checkbox"/> Other .....                                 |  |   |

Please specify benefits that the department will be able to get

**3.3 As an EECON participant**

presentation of technical paper(s)

Title : .....

no presentation of technical paper(s)

- Please submit 1) The first page of website or call for paper and 2) Conference Program
- Please specify objective to attend EECON

**4. Expense Estimation**

Item No.	Description	Amount (Baht)
1	Registration fee	
2	Allowance and accommodation # days with accommodation _____ x Official rate _____ Baht/day	
3	Transportation from _____ to _____ and return	
4		
<b>Total</b>		



Has the applicant applied for other sources of support for the above items?

No

Yes or under consideration from \_\_\_\_\_  
Tentatively receiving support in item # \_\_\_\_\_ for amount \_\_\_\_\_ Baht

### 5. Required Documents for Reimbursement

After returning from attending the event, to reimburse the expenses, the applicant agrees to provide the following documents to the department.

- i.  presented technical paper (PDF file) as included in the event proceedings, or  
 photo files during keynote speech / tutorial / panel discussion / invited presentation, or  
 summary of event, your organising role and your recommendations to department (1 page)
- ii.  original receipts, or  
 copy of receipts and financial report, in case that the original receipts must be submitted to other organisations for their grant supports

### 6. Check-list of Submitted Documents

- Original copy of Application Form of Faculty Staff Grant for Academic Event Attendance  
 Email notification of paper acceptance (if presenting paper)  
 Invitation letter / email confirming the role of the applicant in the academic event  
 Abstract of applicant's paper/speech/tutorial/presentation/talk (if presenting paper or giving a talk)

*I hereby certify that information in this Application Form is correct and submitted to the department at least 30 days before the event's first date.*

### ขั้นตอนดำเนินการ

	รายละเอียด	ผู้ดำเนินการ	ลายเซ็น	วันที่
1	ยื่นแบบฟอร์มฯ	ผู้ยื่นคำขอ		
2	ความเห็นหัวหน้าสาขา <input type="checkbox"/> เห็นควรสนับสนุน <input type="checkbox"/> ไม่เห็นควรสนับสนุน	หัวหน้าสาขา		
3	รับแบบฟอร์มและลงเลขที่รับ	งานสารบรรณ		
4	ตรวจสอบเอกสาร	จนท.บัณฑิต		
5	ตรวจสอบงบประมาณ เบิกไปแล้วจำนวน.....บาท คงเหลือ.....บาท	งานการเงิน		
6	ความเห็นรองหัวหน้าภาควิชาฝ่ายบริหารและวางแผน <input type="checkbox"/> เห็นชอบ <input type="checkbox"/> ไม่เห็นชอบ	รองหัวหน้าภาค ฝ่ายบริหารฯ		
7	บันทึกในฐานข้อมูลของภาควิชาฯ	งานบุคคล		
8	จัดทำบันทึกขออนุมัติค่าใช้จ่ายจากทางคณะวิศวะฯ	การเงินภาคฯ		