



## Application Form Student Grant for Academic Event Attendance

1. Applicant's Name: Mr./Miss/Mrs. .... Student ID .....

Thai Name ..... Telephone Number: .....

Email Address: .....

Status: ☐ BEng student ☐ MEng student ☐ PhD student Under scholarship (if any, please specify) .....

Senior-Project/Thesis/Research Advisor Name : .....

### 2. Academic Event Details

Event Name: .....

Event Website: .....

Category: ☐ Congress ☐ Conference ☐ Symposium ☐ Workshop ☐ Others (please specify) .....

Event Dates: from ...../...../..... (dd/mm/yr) to ...../...../..... (dd/mm/yr)

Venue Name and Address: .....

### 3. Academic Event and Paper Information

☐ The meeting proceedings is not in the database.

☐ The meeting proceedings is in the database. ☐ IEEEExplore ☐ ISI ☐ SCOPUS

Paper Title : .....

### 4. Expense Estimation

Limit of not more than 10,000.- Baht (Reference from Student Grant Announcement of Department of Electrical Engineering for Academic Event Attendance)

No.	Description	Rate (Event in Thailand)	Rate (Event not in Thailand)	Amount (Baht)
1	Registration fee.....	Actual expense	Actual expense	
2	Allowance for.....days	150.- Baht/day	900.- Baht/day	
3	Accommodation for.....nights	Actual expense, but not more than 800.- Baht/night	Actual expense, but not more than 1,750.- Baht/night	
4	Transportation from Bangkok to..... Travel date.....Return date..... Domestic vehicle rates based on : Second class train fare or air-conditioned buses or other vehicles at a rate that does not exceed that of the air-conditioned buses.		Actual expense, economy class	
5	Other			
Total				



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

☐ No

☐ Yes or under consideration from .....  
Tentatively receiving support in item No. .... for amount ..... Baht  
Amount of budget requested from the departmental grant ..... Baht

**6. Attachments for granting support.**

6.1 Student Grant Application Form of Department of Electrical Engineering for Academic Event Attendance 6.2

1st page of accepted paper, including abstract, title and author names

6.3 Call for paper

6.4 Registration fee rate

6.5 Invitation letter/email, or paper acceptance letter/email

**7. Details of documents that must be brought as evidences for reimbursement of expenses at the EE department.**

7.1 Registration fee receipt (and for on-site conference in Thailand, the original receipt is required) The receipt MUST BE addressed to

Your First and last name

Department of Electrical Engineering, Faculty of Engineering, Chulalongkorn University

254 Phayathai Road, Wang Mai, Pathumwan, Bangkok 10330

Tax ID 0994000158319

7.2 Accommodation receipt.

1) Address at the receipt same as in 7.1

2) You must have a FOLIO bill or an invoice and payment amount. (the information clearly shown on the receipt, such as the Check-in and Check out date, and the Accommodation fee per night)

7.3 Transportation fee.

1) In the case of domestic transportation, tickets or other travelling evidence documents must be collected for reimbursement.

2) In the case of domestic flights, the reimbursement is allowed only up to the rate of air-conditioned buses.

3) Domestic or international airfare, reimbursement requires a receipt and ticket boarding pass or in case of purchasing tickets via E-ticket, use "Itinerary Receipt" as evidence with the following details, namely, airline name, travel date, traveler's name-surname, origin-flight route, fare amount.

4) In the case of transportation fees in the foreign countries, reimbursement requires tickets and other travelling evidence documents.

7.4 In case of bank transfer, reimbursement requires evidence of money transfer. **Do not use credit cards.**

7.5 All documents must be sent to Ms. Puangthong, at the departmental administration office, 2<sup>nd</sup> floor, EE building. within 15 working days after the end of the academic conference.



### ขั้นตอนดำเนินการ (WORK PROCEDURE)

ที่	รายละเอียด	ผู้ดำเนินการ	ลายเซ็น (Signature)	วันที่ (Date)
1	ความเห็นของอาจารย์ที่ปรึกษา <input type="checkbox"/> เห็นควรสนับสนุน <input type="checkbox"/> ไม่สนับสนุน	อาจารย์ที่ปรึกษา (Advisor)		
2	กรอกข้อมูลและส่งแบบฟอร์มและเอกสารมาที่ r.kaewintanin@gmail.com	ผู้ขอทุน (Applicant)		
3	ตรวจสอบเอกสาร	จนท.บัณฑิต		
4	ตรวจสอบอนุมัติคำขอทุน <input type="checkbox"/> อนุมัติ จำนวนเงิน.....บาท <input type="checkbox"/> ไม่อนุมัติ เพราะ..... ส่งแบบฟอร์มและเอกสารมาที่ puangthongt@gmail.com	รองหัวหน้าภาควิชา ด้านวิจัยฯ		
5	ลงทะเบียนและจัดทำบันทึกขออนุมัติค่าใช้จ่าย เลขที่ วฟ.(ง).....	จนท.การเงิน		
6	แจ้งยืนยันการขอทุนสนับสนุนให้กับผู้ขอทุนรับทราบ	จนท.การเงิน		
7	บันทึกในฐานข้อมูลของภาควิชาฯ ส่งไปที่ Prompapat.p@gmail.com	จนท.บันทึกข้อมูล		