



**Student Grant Announcement of Department of Electrical Engineering
for Academic Event Attendance**

Aim: To subsidise current CU EE BEng/MEng/PhD students who have produced significant research contributions to have more opportunities in presenting their research work and exchanging ideas with research communities in academic events such as congress, conference, symposium and workshop.

Qualified Applicants:

- 1) must be full-time student of the department when the paper is submitted for review.
- 2) must give a technical presentation of academic paper at the event.
- 3) must submit the grant application form to the department at least 30 days before the event's first date.

Supported Grant:

Actual expenses (on registration fee, transportation and accommodation, daily allowance, and others according to official rates used by the university) whose sum can be reimbursed of at most 10,000 Baht per paper for student.

Remark: Except stated otherwise for CU EE scholarship recipient:

- Each BEng student can be supported of this grant for at most one paper.
- Each MEng student can be supported of this grant for at most one paper.
- Each PhD student can be supported of this grant for at most two papers.

The student can apply for this grant and for grants from other organisations (i.e. not from the department of electrical engineering) in co-subsidizing the actual expenses of attending the event.

This grant announcement replaces all other existing announcement of departmental grant supports for students in attending conferences. The announcement has been approved by the departmental board committee meeting on 18 February 2022 and starts being effective from 18 February 2022 onwards.

(Associate Professor Dr Naebboon Hoonchareon)
Head of Department of Electrical Engineering



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/yy) to ____/____/____ (dd/mm/yy)
 Venue Name & 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 by <input type="checkbox"/> Credit Card <input type="checkbox"/> Bank Transfer The receipt MUST BE addressed to : Your First and last name Faculty of Engineering, Chulalongkorn University 254 Phayathai Road, Wang Mai, Pathumwan, Bangkok 10330 Tax ID 0994000158319	Actual expense	Actual expense	
2	Allowance for _____ days (Except for Bangkok, Nakhon Pathom, Nonthaburi, Pathum Thani, Samut Sakhon and Samut Prakan)	150.- Baht/day	900.- Baht/day	
3	Accommodation for _____ nights Check in date _____ Check out date _____	Actual expense, but not more than 800.- Baht/night	Actual expense, but not more than 1,750.- Baht/night	
4	Transportation from Bangkok to _____ time _____ date _____ Transportation from _____ to Bangkok time _____ 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

Please submit this form at least 7 days before departure, to Ms. Puangthong via email puangthongt@gmail.com

After the event, please prepare all necessary documents for reimbursement. Details of documents that must be brought as evidences for reimbursement of expenses at the EE department are as follows:

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

Faculty of Engineering, Chulalongkorn University

254 Phayathai Road, Wang Mai, Pathumwan, Bangkok 10330

Tax ID 0994000158319

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)

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.

4. In case of "bank transfer", reimbursement requires evidence of money transfer slip.

5. The usage of credit card is allowed, please identify in the expense estimation, no.(1).

6. All documents must be sent to Ms. Puangthong, at the departmental administration office, 2nd 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	กรอกข้อมูลในแบบฟอร์มพร้อมเอกสารส่งมาที่ email อย่าง ช้า 7 วัน ก่อนวันงาน Fill out the form with documents sent to email : puangthongt@gmail.com 7 days before the event's first date	ผู้ขอทุน (Applicant)		
3	ตรวจสอบเอกสารและงบประมาณ	จนท.การเงิน		
4	อนุมัติค่าขอทุนสนับสนุน <input type="checkbox"/> อนุมัติ จำนวนเงิน.....บาท <input type="checkbox"/> ไม่อนุมัติ เพราะ.....	รองหัวหน้าภาควิชา ด้านวิจัยฯ		
5	เลขที่รับและจัดทำบันทึกขออนุมัติเงินสนับสนุน เลขที่ วพ.(ง).....	จนท.การเงิน		
6	แจ้งยืนยันการขอทุนสนับสนุนให้กับผู้ขอทุนรับทราบ	จนท.การเงิน		