



Travel Abroad Request Form

Completed at RMUTK

Date.....

Subject: Request for travel abroad

To the President

I (Mr., Mrs., Miss).....

Date of Birth.....

Age.....years

Employment Commencement DateMonth.....Year.....

Position.....

Department: Faculty of Liberal Arts Rajamangala University of Technology Krungthep

Salary.....baht

I am writing to request (vacation / personal/ business/academic) leave to (country if applicable).....

from.....until.....totaling.....year(s).....

month(s).....day(s).

I recently took (vacation / personal/ business/academic) leave to (country if applicable)..... from.....until.....

totalingyear (s).....month(s).....day(s).

Yours faithfully

(Signature).....

(Mr. / Mrs. / Miss.....)