

Date/...../.....

Subject: Request for approval to disburse a registration fee of an academic conference**Dear** Chairperson of the Program Executive Committee

Name Mr./Mrs./Ms. Student ID.

Field of study Industrial Pharmacy Program/Degree Level ☐ M.Sc. in Pharm. ☐ Ph.D.For thesis/dissertation course ☐ 3311813 ☐ 3311826 ☐ 3311828 ☐ 3311830

Thesis/Dissertation Advisor Name

I would like to attend a presentation at an academic conference.

(Attached conference announcement with registration fee/Abstract/proceeding/journal submission)

☐ Participate ☐ Participate and Presentation

Conference Name.....

Organized by.....

Date..... Venue.....

For Presentation ☐ Oral ☐ Poster Numbers☐ International Conference ☐ National Conference

[] Report and publish as proceedings [] Report and publish as abstracts

In the case of presentation, it is necessary to present the work to the academic conference as part of the graduation requirement, there is a registration fee for attending the conference.

Total amount Baht

Therefore, I request for an approval for disbursement of registration fees for attending/participating or presenting at academic conferences. Please proceed to deduct the amount mentioned above from the student's balance. In the curriculum, students are allowed to disburse from the student's education subsidy throughout the academic period.

Therefore, I request you to please consider and proceed with my request. I gracefully appreciate it.

Signature.....

(.....)

Student of the Program

**** Opinion of the Advisor/the Program Chairperson**☐ Approve ☐ Disapprove☐ Approve ☐ Disapprove

Signature.....

Signature.....

(.....)

(Assoc. Prof. Walaisiri Muangsiri, Ph.D.)

The Advisor

Chairperson of the Program Executive Committee

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* Education subsidy disbursement budget (expenditure category)

- Before payment (quoted amount) Amount Baht

- Registration fee for attending the meeting Amount Baht

- After payment (balance) Amount Baht

Signature.....

(Ms. Saranras Senasutham)

Program Accounting Officer

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