

On-site assessment Expenditure approval form

Cooperative Education program Kasetsart University

To (A person authorized to approve budget and commutation)

Name _____

asks for an approval to go to _____ Province _____

to **evaluate student** as indicated in the plan and other by forms attached (identify the means of transportation)

_____ Number of commuters _____

depart from _____ date _____ month _____ year _____ time _____

arrive at _____ date _____ month _____ year _____ time _____

and need to ask for an expenditure from Cooperative Education program's budget as indicated below

amount _____ baht (_____) as indicated below

No.	Name-Surname	Position	Amount of expenditure				Total Amount (baht)	
			Transportation	Allowance	Accommodation	others		
1								
2								
3								
4								
		Total						

Total Amount in Words

Authorized _____ as a person asking for an expenditure.

Sincerely Yours

Signature _____ A person asking for an approval

(_____)

Date _____

Result of consideration

<p>A person making a consideration</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Others _____</p> <p>_____</p> <p>(_____)</p> <p>Program head / coordinator's signature</p> <p>Date _____</p>	<p>A person authorized</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Others _____</p> <p>_____</p> <p>(_____)</p> <p>Position _____</p> <p>Date _____</p>
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Result of financial inspection

All documents are accurate

(_____)

Inspector

Date _____