

Requisition Form for Overseas Leave

King Mongkut's University of Technology North Bangkok

Date..... Month.....Year.....

Subject: Overseas Leave

ATTN: President of King Mongkut's University of Technology North Bangkok

I,.....Position.....
Department of....., the Faculty of Applied Arts
have accumulatedworking days and thus on entitled to.....working days,
totallyworking days. Therefore, I would like to take overseas leave from
(date)..... to.....
totally.....days. During my absence, please contact me at.....
.....

Sincerely yours

(Signature)

(.....)

Leave record in this fiscal year

Type of Leave	Past Leave (working days)	Present Leave (working days)	Total (working days)
Annual			

Remarks of Head of Department

.....
.....

Checked by

Position.....

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

(Signature).....

(.....)

(Position).....

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

Decision

() Approved () Not approved

Remarks of Dean

.....
.....

(Signature).....

(.....)

(Position).....

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