



Memorandum

Department: Human Resource4141

At: JGSEE HR98/56

Date 11<sup>th</sup> March 2013

Subject: Approval of Overseas Conference, Seminar, Academic Presentation, Site Visit and Action Research Attendance

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To Lecturer, researcher and practitioner of The Joint Graduate School

Attached Approval application form for external operation

According to the request from staffs to attend overseas conference, seminar, academic presentation, site visit and action research. In order to have an accurate data storage and to prepare an allowance for the external operation. The process shall be as follows

1. In case of receiving an invitation
  - 1.1 If inviter shall pay for all expenses. The Approval application form attached with an invitation letter and other related documents (if any) must be submitted to Superior Officer of Director at least 7 days before a flight
  - 1.2 If inviter shall pay for travel expenses only and staffs request for other expenses support from Joint Graduate School. The Approval application form attached with an invitation letter, other related documents (If any) and estimated cost must be submitted to Superior Officer or Director at least 15 days before a flight
2. In case of request for approval

By using the allowance from Joint Graduate School, the Approval application form must be attached with schedule of conference or presentation topic together with estimated cost and submit to Superior Officer or Director at least 15 days before a flight

Please be informed accordingly and consider further action

(Assoc. Prof. Dr. Sirintornthep Towprayoon)

Director of JGSEE