Memorandum

Department Faculty of Environmental Management **Tel.** .....
No. 110/ ..... **Date** .....
Subject Request for thesis grant's reimbursement .....

Dear Dean of Faulty of Environmental Management

I am (Advisor's name) _____ acting as the supervisor of (Student's name) _____, who is the □ Master's □ Ph.D. student. The thesis title is "_____. _____".
In this regards, I request to reimburse the graduate school for the thesis grant as follows:

Items	Total Expenditure (Baht)
1. General Expenses	
1.1	
1.2	
2. Supplies & Materials	
2.1	
2.2	
3. Others	
3.1	
3.2	
Total	

Furthermore, I agree to assign (Advisor's name) _____ _____to act as the Supplies Receipt Inspection Committee. I also hereby aim to request for reimbursement approval for_____Baht (Total Amount in words_____Baht)

(_____)
Advisor
Date .....