



Memorandum

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

Dear Dean of Faculty 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