



## Transportation Expense for Private Car and Public Transportation

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Reimbursement of

Bus Fare

Shuttle Bus Fare

**Private Vehicle @ Baht 6.-/kilometer**

Taxi Fare

Date	Time	Purpose	Place of		Amount	Remarks
			Embarkation	Disembarkation		

N.B. To avoid any delay, please complete the form FULLY

Submitted by: \_\_\_\_\_

Authorized by: \_\_\_\_\_