SETTLEMENT OF BUSINESS TRIP

Name	
Dest	
Period	

RATE Date

Hotel						Transportation						Bus. Allawance					
Date	Ref No.	Description	Curr.	Rate	Amount	Date	Ref No.	Description	Curr.	Rate	Amount	Date	Ref No.	Description	Curr.	Rate	Amount
Sub-Total				Baht						Baht						Baht	

Grand Total		
Less	(Card Paid)	
Less	(Prepaid)	
Net Due To		

Prepaid By