

SETTLEMENT OF BUSINESS TRIP

Name	
Dest	
Period	

RATE Date _____

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

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

Prepaid By _____