



Wendy Judy, 14:52 27/2/01 -06, Travel itineraries and costs u

Status: U
Return-Path: <bounce-earthasia-9264@iserv.salsem.org>
Received: from iserv.salsem.org ([208.243.141.7]) by ccs.sut.ac.th
(Netscape Messaging Server 3.62) with SMTP id 262
for <cenintaf@ccs.sut.ac.th>; Wed, 28 Feb 2001 03:43:46 +0700
Return-Path: <wljudy@earth.ac.cr>
Message-ID: <LYR9264-6617-2001.02.27-15.36.07--cenintaf#ccs.sut.ac.th@iserv.salsem.org>
From: Wendy Judy <wljudy@earth.ac.cr>
To: "EARTHAsia" <earthasia@iserv.salsem.org>
Subject: Travel itineraries and costs urgently needed
Date: Tue, 27 Feb 2001 14:52:15 -0600
MIME-Version: 1.0
Content-Type: text/plain;
charset="windows-1252"
List-Unsubscribe: <mailto:leave-earthasia-9264C@iserv.salsem.org>
Reply-To: "EARTHAsia" <earthasia@iserv.salsem.org>
Precedence: bulk

Asia Listserv

Dear friends;

With regard to reimbursement of expenses to be incurred at upcoming meetings in Chiang Mai and Oslo, I would like to ask you all to consider once again providing us with a bank account in your country where we could transfer the money for your reimbursement. We have done this internationally in many cases, with no problems. It is more secure way to transfer funds, and does not require that anyone travel with large amounts of cash. In order to do this I would need:

full name of person on the account MAEJO UNIVERSITY
number of bank account 596-2-0349-7, SAVING BANK
name of bank MAEJO
SWIFT number (international routing number for your bank) STCOTHBK
complete address of bank THE SIAM COMMERCIAL BANK PUBLIC COMPANY LIMITED

Ideally I would prefer to make this transfer immediately after you all return home from each meeting. In this way I could include all your expenses in one reimbursement, including costs incurred on the return trip. You could fax me any pending receipts, once you return home. In this way we would pay the charges for electronic transfer only once. But it would require you or your institution to pay your costs up front, and be reimbursed after you return home.

Handwritten signature and date 12/03/01

As you may remember, EARTH reimburses travel costs as per the policies and scales used by the U.S. State Department. We can reimburse you for economy class airfare, airport taxes, visa costs, hotel accommodations up to a specific limit that varies according to location, ground transportation airport-hotel-airport, and a daily per diem for meals and incidental expenses that also varies according to location.

We ask that you please present receipts for airline tickets, airport taxes, visas, hotels, and ground transportation.

In the case of airline tickets, we ask that if you wish to buy your own ticket and get reimbursed, that you tell the cost of the ticket if purchased in your own country before purchasing the ticket. If it costs less, or is very similar to what it would cost us to buy it here in Costa Rica, then you are free to buy your own ticket and we will reimburse you for it. If it is not possible for you to buy your own ticket, then we will buy it for you here and send it to you via courier. In this case it is very important that you provide us with a DHL delivery address and a local phone number where you can be reached.

You do not need to present receipts for meals and incidental expenses. It is expected that the daily per diem for meals and incidental expenses be distributed throughout the course of a day in the following manner:

20% for breakfast

30% for lunch

35% for dinner

15% for incidental expenses

If a meal is provided as part of a meeting, then the corresponding percentage will be subtracted from the daily reimbursement.

For purposes of reimbursement on travel days, you will be reimbursed for meals and incidental expenses according to your hour of departure, and points of departure and transit. This will vary according to your itinerary.

IT IS EXTREMELY IMPORTANT THAT EACH OF YOU PROVIDE ME WITH YOUR ITINERARIES

FOR TRAVEL TO THESE MEETINGS AS SOON AS POSSIBLE, AND THAT EACH OF YOU COMMUNICATE PERSONALLY WITH ME REGARDING THE SPECIFIC TERMS OF YOUR REIMBURSEMENT.

wljudy@earth.ac.cr, 15:56 12/3/01, No Subject

To: wljudy@earth.ac.cr
From: Center for International Affairs <cenintaf@ccs.sut.ac.th>
Subject:
Cc:
Bcc:
X-Attachments:

Dear Judy,

Attached were details of bank account, Maejo University, Chiangmai.

full name of person on the account : MAEJO UNIVERSITY
number of bank account : 596-2-03491-7, SAVING BANK
name of bank : MAEJO
SWIFT number (international routing number for your bank) STCOTHBK
complete address of bank : THE SIAM COMMERCIAL BANK PUBLIC
COMPANY LIMITED

Sincerely,
Supaporn



12 MAR 2001

Maddha

ms
12/3/01
~

บันทึกข้อความ

มหาวิทยาลัยเทคโนโลยีสุรนารี

หน่วยงาน ศูนย์กิจการนานาชาติ โทรศัพท์ 4141-6 โทรสาร 4140

ที่ ทม 5136/85 วันที่ 26 กุมภาพันธ์ 2544

เรื่อง โปรดรอกแบบสอบถามความสนใจเบื้องต้นทุนรัฐบาล.....ญี่ปุ่น

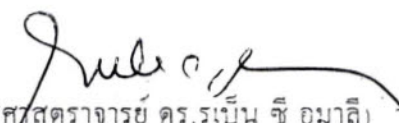
เรียน คณบดีสำนักวิชาวิทยาศาสตร์

ด้วยทบวงมหาวิทยาลัยได้ส่งแบบสอบถามความสนใจเบื้องต้นในการสมัครรับทุน ดังต่อไปนี้คือ

- ทุนรัฐบาล.....ญี่ปุ่น
- หลักสูตร/สาขาวิชา Conservation of Wetland Ecosystems and their Biological Diversity
- ทุนศึกษาระดับ.....ฝึกอบรม

ศูนย์กิจการนานาชาติใคร่ขอท่านโปรดตอบแบบสอบถามแล้วส่งคืนมายังศูนย์กิจการนานาชาติ ภายใน 12.00 น. วันที่ 1 มีนาคม 2544 เพื่อศูนย์กิจการนานาชาติจะได้ดำเนินการส่งต่อแบบสอบถามให้ทบวงมหาวิทยาลัยต่อไป

จึงเรียนมาเพื่อโปรดพิจารณาดำเนินการตามที่เห็นสมควรต่อไปด้วย จักขอบคุณยิ่ง


(ศาสตราจารย์ ดร.รุเบ็น ชี อุมาลี)
ผู้อำนวยการศูนย์กิจการนานาชาติ