



SUT Pool Car Request form (SUT- Coordinating Office in Bangkok)

Day_____Month_____Year_____

(Please complete the information below)

1. Name _____ Position _____
Department _____ Telephone Number _____ request for a permission to use SUT Pool Van Service On Day _____ Month _____ Year _____ reason to travel _____
_____ will arrive to SUT-BKK and ready to come back to SUT at (time) _____ h.
2. Passenger name list of _____ person(s) as follows:
 - 2.1 Name _____ ☐ one way ☐ round trip / phone number _____
 - 2.2 Name _____ ☐ one way ☐ round trip / phone number _____
 - 2.3 Name _____ ☐ one way ☐ round trip / phone number _____
 - 2.4 Name _____ ☐ one way ☐ round trip / phone number _____
 - 2.5 Name _____ ☐ one way ☐ round trip / phone number _____
3. Depart from Suranaree University of Technology (SUT) at 4:40 AM.
Route: Transportation Building -> Surasammankarn Hall -> Staff Residence Parking Lot -> Bangkok.
4. Travelers wishing to return from the Coordination Unit back to SUT, please confirm your name and time on the day of travel before 12:00 PM. Call 1114 or 081-279-0599 (Ms. Watchareeporn Nilrat).

Signature _____ Person requesting
(_____)Signature _____ Chief of Person requesting
(_____)(For **Transportation Department**) Authorize officer

- ☐ Approved
☐ Not Approved

Signature _____ Officer
(_____)Signature _____
(Miss Pimnipas Posai)
Chief of **Transportation Department**

- Remarks**
1. The authorized person of the person requesting must be the head of the department or above.
 2. Submit the service request form 2 days in advance of the trip directly to the Transportation Department.
 3. The pool car service is processed on a first-come, first-served basis.