

7 Days with 2 Tests (fully vaccinated over 14 days before travelling)

Letter of Payment Settlement for <u>Staff</u> (effective from 1st October 2021)

* Please complete the form using word processor, except for the signature. *

Personal Information	
Name:	Surname:
ID/Passport Number:	Gender: Male Female
Position: Affiliated or Host Faculty/College/Institute: Home Country:	
Status: Mahidol University staff (MU staff) Visiting academic staff (please specify): Visiting lecturer / professor Visiting researcher Others (Please specify):	
Duration Check – in date:	Check – out date (discharge):
Payment	
 Full payment by visiting academic staff/others (THB 32,600) Full payment by affiliated or host faculty (THB) Shared between Affiliated Faculty (THB) and MU staff (THB), THB 22,100 in total. Please fill out Budget Debit Approval section below. Shared between Host Faculty (THB) and visiting academic staff/others (THB), THB 32,600 in total. Please fill out Budget Debit Approval section below. Payment for the 7-day quarantine (including 3 meals per day, 2-time COVID-19 test fees and transportation) must be made at the hospital upon the date of discharge and must be made by cash in Thai baht only or credit card. Budget Debit Approval 	
 The affiliated Faculty/College/Institute must allow Finance Division, Mahidol University, to debit the payment from the affiliated Faculty's budget by indicating budgeting category, to make the payment to CNMI directly. This budget debit approval procedure <u>does not cover</u> the Faculty of Medicine Ramathibodi Hospital, Faculty of Medicine Siriraj Hospital, College of Management, College of Music, and Mahidol University International College. 	
*In case of full payment or partially subsidized by affiliated faculty Budgeting category: Confirmed by:	 Please select the suitable box(es): I approved this budget debit. I acknowledged the status of this quarantined person.
Finance and Accounting Officer Phone number:	() Dean/Director or the Authorized Person of the Host Affiliate