

Thai employees on TDY traveling out of country.

1. For the travelers asking advance per diem in Dollar, they will get checks in dollar when they do their claim. The dollar check can be cash at Citibank in the Embassy only. The traveler needs to attach his or her travel order with the check to the teller. The exchange rate will be the rate of the day that the traveler cash money. If the traveler has an outstanding TDY, he or she has to return money in dollar to the cashier. The treasury check will be valid for 1 year.

2. For the travelers asking advance per diem in Baht, the Embassy will do the EFT directly to the travelers' account both advance and claim. Also, the outstanding TDY, traveler has to return money to the cashier in Baht. Please be informed that the exchange rate for that trip will be the rate on the first day of your traveling no matter how long your trip is going to be.

3. For the travelers not asking for advance per diem, your travel claim will be EFT to your account in Baht (local currency) only.

If you have any question or need more information please contact ext. 1401.