

The background of the slide is a photograph of a sunset or sunrise over a grassy field. The sky is a mix of light blue, purple, and orange. In the foreground, there are silhouettes of several people sitting on benches or standing, looking towards the horizon. The overall mood is peaceful and contemplative.

Leave Process for Personnel under the Office of Research Administration

Office of Research Administration, Chiang Mai University (ORA-CMU)

November 1, 2025

Leave for Illness / Personal Leave / Maternity Leave / Domestic Vacation



Requests must be submitted via the HR Portal: 

<https://hr.mis.cmu.ac.th/>

Please follow **the approval hierarchy shown in the following slides.**

Researchers and Proactive Researchers



Domestic and International Official Business Leave

Requests must be submitted through the CMU Business Travel System: <https://hrportal.cmu.ac.th/businesstravel/login>

For further details and user manual, please visit: <https://ora.ouu.cmu.ac.th/approvaltotravelonofficial/>



In case of joint travel with another faculty/institute or multiple personnel traveling together, approval may be requested jointly under the same proposal. **There is no need to submit individual approvals separately.** Please attach the official travel approval document, as follows:

- Supporting Staff: Principal approval from the Executive for travel
- Researchers / Strategic Researchers: Advisor's endorsement letter or the following form:

<https://cmu.to/Business-Travel-ApprovalForm>

หมายเหตุ: If the leave for personal business or vacation continues immediately after an official business trip, the applicant must attach the leave approval document from <https://hr.mis.cmu.ac.th/>

Overseas Travel Using Vacation or Personal Leave

- **Step 1:** Submit the leave request via <https://hr.mis.cmu.ac.th/>
(Use the same approval hierarchy as for sick leave / personal leave / maternity leave / domestic vacation.)



- **Step 2:** Submit supporting documents via the E-Document System <https://cmu.to/CMUe-doc>



- **Step 3:** Assign approvers, reviewers, and signatories in the **E-Document System**, following the hierarchy in the next slide.

Researchers and Proactive Researchers

