

December 7th 2019

To
The Dean
CUTM-PKD

Sub : Request for approval to attend "4th International Conference on Management, Science, Engineering and Application (ICMSEA-2019)" from 19th to 21st Dec 2019 at CUTM-PKD campus.

Dear Madam,

I am(Ria Mukhopadhyay) request you to grant permission to attend "4th International Conference on Management, Science, Engineering and Application (ICMSEA-2019)" from 19th to 21st Dec 2019 at CUTM-PKD campus.

Conference registration fee may kindly be reimbursed.

Thanking you

Ria.M
With Regards

Ria Mukhopadhyay

Singh



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 3rd Jan 2020

Name of Employee : Ria Mukhopadhyay

Purpose of Expenditure : ICMSEA-2019

Expenditure Budget Head : _____

SETTLEMENT OF EXPENDITURE

Sl. No.	Details of Expenditure	Amount (Rs.)	Amount (Rs.)
01	Registration fee	2500/-	
02			2500/-
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	2500/-	2500/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		

Ria.M
Signature of Claimant

[Signature]
Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

[Signature]
Registrar

