

December 9th 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 (S. S. Nayak) 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

S.S. Nayak

With Regards

S. S. Nayak



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 26th Dec 2019

Name of Employee : S.S Nayak
Purpose of Expenditure : ICMSEA-2019
Expenditure Budget Head :

SETTLEMENT OF EXPENDITURE

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

S.S. Nayak

Signature of Claimant

Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

Registrar

J I T M 2019 - 2020

At - Village Alluri Nagar, P.O. - R Sitapur, Via- Uppalada
Paralakhemundi, Dist: Gajapati - 761211, Odisha, India Phone:
(06815) 222999, 223088, Fax: (06815) 222150

Journal Voucher

Dated : 12-Jan

No. : JV/03/184

Particulars		Debit	Cr
Conference Registration fee To S.S.Nayak	Dr	₹ 2500.00	₹ 2500
		₹ 2500.00	₹ 2500

On Account of :

Being the expenses incurred by S.S.Nayak for conference purpose is now accounted.

Authorised Signa