

December 8th 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(Santosh Kumar Lenka) 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

*Santosh K. Lenka*  
With Regards

Santosh Kumar Lenka

*S. K. Lenka*



# JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 2nd Jan 2020

Name of Employee : Santosh Kumar Lenka  
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) :		

Santosh K. Lenka

Signature of Claimant

Lenka

Recommended by  
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

Registrar

**JITM 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**

No. : **JV/03/161**

Dated : 12-J

Particulars	Debit	Cr
Conference Registration fee To Santosh Kumar Lenka	Dr ₹ 2500.00	₹ 2500.00
	₹ 2500.00	₹ 2500.00

**On Account of**  
Being the expenses incurred by Santosh Kumar Lenka for conference purpose is now accounted.

  
Authorised Signator