

December 5th 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.

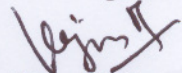
Dear Madam,

I am(Vijay. Midityana) 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

With Regards



Vijay. Midityana



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

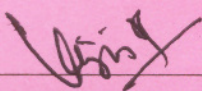
PARALAKHEMUNDI

Date : 11th Jan 2020

Name of Employee : Vijay Miditana
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) : | | |


Signature of Claimant

Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance


Registrar

