

December 20th 2017

To  
The Dean,  
CUTM-PKD

Sub: Approval required to attend 2nd International Conference on Management, Science, Engineering and Application (ICMSEA-2017) at BITS, Vishakhapatnam from 22nd to 24th Dec-2017.

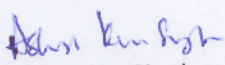
Dear Sir,

I am Ashish Kumar Singh request you to grant permission to attend 2nd International Conference on Management, Science, Engineering and Application (ICMSEA-2017) at BITS, Vishakhapatnam from 22nd to 24th Dec-2017.

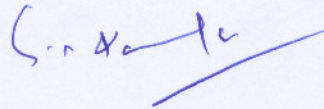
Conference registration fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards

  
Ashish Kumar Singh

Asst. Professor





# JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

## PARALAKHEMUNDI

Date : 29/12/2017

Name of Employee : Ashish Kumar Singh  
Purpose of Expenditure : Conference  
Expenditure Budget Head : \_\_\_\_\_

### SETTLEMENT OF EXPENDITURE

Sl. No.	Details of Expenditure	Amount (Rs.)	Amount (Rs.)
01	Registration fee	2500/-	
02	Travel Allowance	870/-	3370/-
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	3370/-	3370/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		

Ashish Kumar Singh

Signature of Claimant

[Signature]

Recommended by  
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

Registrar

**JIT M 2017 - 2018**  
At-VillageAlluriNagar,P.O.-RSitapur,Via-  
UppaladaParalakhemundi,Dist: Gajapati – 761211,Odisha,  
IndiaPhone:(06815) 222999,223088, Fax: (06815)222150

**JournalVoucher**

No. :JV/03/316

Dated: 16-Jan

Particulars		Debit	Cr
Conference Registration Fee	Dr	₹2500.00	
Travel and Conveyance	Dr	₹870.00	
To Ashish Kumar Singh			₹3370.00
		₹3370.00	₹3370.00

**On Account of:**

Being the expenses incurred by Ashish Kumar Singh for conference purpose is now accounted.

Authorised Signa