

To
The Dean
CUTM-PKD

jun 10th 2017

Sub: Request for approval to 2nd International Conference on Management, Science, Engineering and Application (ICMSEA-2017) at BITS, Vishakhapatnam from 22nd to 24th December-2017

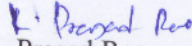
Dear Sir,

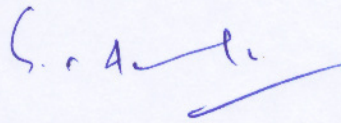
I am (K. Prasad Rao) request you to grant permission to 2nd International Conference on Management, Science, Engineering and Application (ICMSEA-2017) at BITS, Vishakhapatnam from 22nd to 24th December-2017

Conference registration fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards


K. Prasad Rao





JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : ...24/01/2018

Name of Employee : K. Prasad Rao
MSSSOA
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	920/-	3420/-
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	3420/-	3420/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		

K. Prasad Rao

Signature of Claimant

[Signature]

Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

[Signature]
Registrar

