

jun 18th 2017

To
The Dean
CUTM-PKD

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,

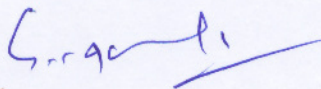
I am (V. Rama Lakshmi) request you to grant permission to 2nd International Conference on Management, Science, Engineering and Application (ICMSEA-2017) at BITS, Vishakhapatnam from 22nd to 24th December-2017

Conference registration fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards

V. Rama Lakshmi
V. Rama Lakshmi





JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 25/01/2018

Name of Employee : V. Rama Lakshmi
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	850/-	3350/-
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	3350/-	3350/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		

V. Rama Lakshmi
Signature of Claimant

S. R. Lakshmi
Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

Anita Patra
Registrar

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

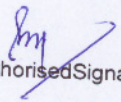
JournalVoucher

No. :JV/03/249

Dated: 31-

Particulars		Debit	Credit
Conference Registration Fee	Dr	₹2500.00	
Travel and Conveyance	Dr	₹850.00	₹3350.00
To V. Rama Lakshmi			
		₹ 3350.00	₹3350.00

On Account of:
Being the expenses incurred by V. Rama Lakshmi for conference purpose is now accounted.


Authorised Signator