

To
The Dean
CUTM-PKD

December 11th 2018

Sub : Request for approval to attend 3rd International Conference on Management, Science, Engineering and Application (ICMSEA-2018) at BITS, Vishakhapatnam from 20th to 23rd Dec-2018

Dear Madam,

I am Chinmaya Jena Request you to grant permission to attend the 3rd International Conference on Management, Science, Engineering and Application (ICMSEA-2018) at BITS, Vishakhapatnam from 20th to 23rd Dec-2018.

Conference registration fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards

Chinmaya Jena
Dr. Chinmaya Jena

S. Jena



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 28/12/18

Name of Employee : Dr. Chinmaya Jena
Purpose of Expenditure : ICMSEA
Expenditure Budget Head : _____

SETTLEMENT OF EXPENDITURE

Sl. No.	Details of Expenditure	Amount (Rs.)	Amount (Rs.)
01	Registration fee	3000	3000/-
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	3000/-	3000/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		

Chinmaya Jena
Signature of Claimant

[Signature]
Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

[Signature]
Registrar

