

December 11th 2018

To
The Dean
CUTM-PKD

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 Rohita Garnayak 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

Rohita Garnayak
Dr. Rohita Garnayak

S. A. P.



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 02/01/19

Name of Employee	: Dr. Rohita Gannayat
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) :		

Rohita Gannayat

Signature of Claimant

Gannayat

Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

Registrar

Registrar

