

18th December 2019

To
The Dean
CUTM

Sub : Request for approval to attend "4th International Conference on Management, Science, Engineering and Application (ICMSEA-2019)" from 19th to 21st Dec 2019 at CUTM-PKD campus.

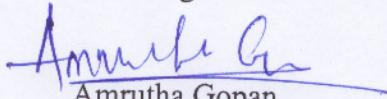
Dear Sir,

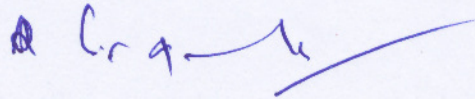
I am (Amrutha Gopan) request you to grant permission to attend "4th International Conference on Management, Science, Engineering and Application (ICMSEA-2019)" from 19th to 21st Dec 2019 at CUTM-PKD campus.

Conference registration fee may kindly be reimbursed.

Thanking you

With Regards


Amrutha Gopan,
Asst. Professor





JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 11/01/2020

Name of Employee : Amrutha Gopan, Asst Professor
Purpose of Expenditure : ICMSFA - 2019 Conference.
Expenditure Budget Head : _____

SETTLEMENT OF EXPENDITURE

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

Amrutha G
Signature of Claimant

Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

Anita Patra
Registrar

