

December 11th 2017

To
The Dean, MSSSoA
Centurion University

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

Dear Sir,

Myself Pratibha Tripathy request you to grant permission to attend the 2nd International Conference on Management, Science, Engineering and Application (ICMSEA-2017) at BITS, Vishakhapatnam from 22nd to 24th Dec-2017.

Conference registration fee and travel expenses will be submitted after the conference.

Thanking you

With Regards

Pratibha Tripathy
Pratibha Tripathy
Asst. Professor

Ans



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 02/01/2018

Name of Employee : Pratibha Tripathy
Purpose of Expenditure : Conference
Expenditure Budget Head : _____

SETTLEMENT OF EXPENDITURE

Sl. No.	Details of Expenditure	Amount (Rs.)	Amount (Rs.)
01	Travel Expenses	1020/-	
02	Registration fee	2500/-	3520/-
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	3520/-	3520/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		

Pratibha Tripathy
Signature of Claimant

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

Checked by

Dy. Registrar Finance

[Signature]
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/03/280

Dated: 11-Jan

Particulars		Debit	Cre
Conference Registration Fee	Dr	₹2500.00	
Travel and Conveyance To Pratibha Tripathy	Dr	₹1020.00	
			₹ 3520.00
		₹ 3520.00	₹ 3520.00

On Account of:
Being the expenses incurred by Pratibha Tripathy for conference purpose is now accounted.


Authorised Signatc