

December 18th 2018

To  
The Dean- Admin,  
MSSSoA  
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

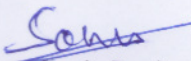
Dear Sir,

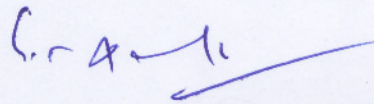
I am Sonia Panigrahi request you to grant permission to attend the 3rd International Conference on Management, Science, Engineering and Application (ICMSEA-2018) at BITS, Vishakhapatnam from 20th to 23rd Dec-2018.

Conference registration fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards

  
Sonia Panigrahi  
Asst. Professor



MSSSoA



# JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

## PARALAKHEMUNDI

Date : 30/12/2018

Name of Employee : Sonia Panigrahi  
Purpose of Expenditure : Conference  
Expenditure Budget Head : \_\_\_\_\_

### SETTLEMENT OF EXPENDITURE

Sl. No.	Details of Expenditure	Amount (Rs.)	Amount (Rs.)
01	Registration fees	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) :		

Sonia  
Signature of Claimant

Sonia  
Recommended by  
(Dean/Dy. Registrar/HOD)

\_\_\_\_\_  
Checked by

\_\_\_\_\_  
Dy. Registrar Finance

Anita Palia  
Registrar

