

December 7th 2019

To  
The Dean  
CUTM-PKD

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 Madam,

I am (Chinmayee Patra) 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

*Chinmayee Patra*  
With Regards

Chinmayee Patra







# JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

## PARALAKHEMUNDI

Date : 1st Jan 2020

Name of Employee : Chinmayee Patra  
Purpose of Expenditure : ICMSEA-2019  
Expenditure Budget Head : \_\_\_\_\_

### SETTLEMENT OF EXPENDITURE

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

Chinmayee Patra  
Signature of Claimant

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

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

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

[Signature]  
Registrar



