

**RECEIPT**

Dated \_\_\_\_\_

To:

The Dean of Resources & Alumni Affairs  
Indian Institute of Technology  
**ROORKEE**

**Sub:- Claim for Financial Assistance**

Sir,

With reference to your Letter No. \_\_\_\_\_  
Dated \_\_\_\_\_ regarding approval for financial assistance of Rs. \_\_\_\_\_ for presenting  
a paper entitled \_\_\_\_\_  
in the Conference held at \_\_\_\_\_ during \_\_\_\_\_

In this connection I have to submit that I have made the following expenditures on the travelling  
and registration fee charges:

- |                  |   |          |
|------------------|---|----------|
| 1.               | Travelling by Air/Train/Bus<br>(Copy of relevant travel tickets are attached) | Rs. .... |
| 2.               | Registration Fee<br>(Receipt is attached)                                     | Rs. .... |
| 3.               | Accommodation   | Rs. .... |
| <b>Total Rs.</b> |   | _____    |

You are requested to kindly reimburse me a sum of  
Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) to partly/fully cover  
my travel/registration fee expenses.

**CERTIFICATES** (strike off which is not applicable)

1. I hereby certify that I have not charged travel/registration fee charges to attend this conference from any other source.
2. I hereby certify that I have charged travel/registration fee expenses to attend this conference from the other sources towards the remaining part of the same detailed as below:.

\_\_\_\_\_

Affix revenue  
stamp above  
R.5000/-

Sig. \_\_\_\_\_  
Name \_\_\_\_\_  
Class \_\_\_\_\_  
Department \_\_\_\_\_  
Phone No. \_\_\_\_\_

Forwarding remarks from the concerned Head of the Department  
.....

Prof. & Head  
(seal)

**Check List**

Please enclose the following without which the payment will not be processed:

1. Certificate of attendance/participation
2. Receipt of payment of Registration Fee
3. Train Ticket/Air Ticket (with Boarding Pass)/Bus Ticket  
(To be enclosed alongwith prescribed form of T.A. Bill duly signed)
4. A brief report highlighting the gains of participation in the conference.
5. A copy of your Bank Passbook