

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
(Copy of relevant travel tickets are attached) | Rs..... |
| 2. | Registration Fee
(Receipt is attached) | Rs..... |
| 3. | Accommodation | Rs |
| 4. | Total Expenditure | Rs |
| 5. | Advance If Any | Rs |
| 6. | Difference between (4) & (5) | Rs |
| 7. | Sanctioned amount | Rs |
| 8. | Difference between (5) & (7) | Rs |
| 9. | Amount to be claimed (6) or (8) whichever is less | Rs
_____ |

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)

- I hereby certify that I have not charged travel/registration fee charges to attend this conference from _____ any other source.
- 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:
- Certificate of attendance/participation
 - Receipt of payment of Registration Fee
 - Train Ticket/Air Ticket (with Boarding Pass)/Bus Ticket
(To be enclosed alongwith prescribed form of T.A. Bill duly signed)
 - A brief report highlighting the gains of participation in the conference.
 - A copy of your Bank Passbook