

**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 .....          |
| 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 _____<br>_____ |

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  
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**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

Prof. & Head  
(seal)

**SPACE FOR DORA OFFICE**

