Date: _____

To
The Dean Academic,
NIT Warangal.

(Through Proper Channel)

Sub: Request for Claiming Registration fee and Travel expenses - Reg.
Reg: Order No. _____

Respected Sir, ---

I, _____ Roll No._____ Ph.D (Full-time) ☐ M.Tech ☐ MCA ☐ MBA ☐ M.Sc.(Tech) ☐ Student working under the Guide/supervision of _____, Department of _____ specialization (PG Student) _____. I have been selected for National ☐ International ☐ Conferences / Seminars / Workshop or Presentation of Research paper(s) title of research paper: _____

_____

attended from _____ to _____ Venue: _____.

Expenditure Claimed:

(i) Previous claimed amount		**(ii) Presently claiming amount**	
a) Registration Fee	Rs.	a) Registration Fee	Rs.
b) Travel	Rs.	b) Travel	Rs.
Total:	**Rs.**	**Total:**	**Rs.**
Grand Total: (i) + (ii) = Rs.			

Bank Account No.	:	
IFSC	:	
Name of the Bank and Branch	:	

Checklist / Attachments

Name of the particular	Tick (✓)	Name of the particular	Tick (✓)
(i) Order copy		(ii) Registration fee receipt in original	
(iii) Travel ticket(s)		(iv) Copy of participation-cum-presentation certificate	
(v) Copy of the earlier claims		(vi) copy of Bank passbook Account details	

I hereby declare that I have attended and presented my research paper at the conference for which I have obtained the order from the Dean, Academic. A copy of participation-cum-presentation certificate is enclosed herewith.

Signature of the Candidate

Concerned Department: It is certified that the Scholar/student has attended the above conference / Seminar / Symposia etc. and presented his research paper(s). The Dean (Academic) is requested to reimburse the claim amount to the above student as per the Institute rules.

Signature of the Guide/Supervisor **Signature of HOD**

Note to the Deputy Registrar (Accounts): It is requested to reimbursement of bills to the above candidate which is certified by the Head of the Department for an amount of Rs. _____ to meet the total expenditure under the Head of Account "**Conferences/Seminars/Symposia -E-054-2023-24**".

Dean, Academic