

Date:

Submitted:

Sub.: Reimbursement under Research Allowance for faculty for the period 20---- to 20-----

Name & Designation:

Department:

Faculty ID No.:

Sr. No.	Expenditure Head	Current Claim	Previous claims reimbursed	Total
1.	Attending National/International Workshops/Symposium			
2.	Publishing in National/ International Conferences/Journals			
3.	Participating in National/ International Conferences			
4.	Visit to Indian / Foreign University for technical discussion.			
5.	Membership fee of Professional Societies,			
6.	Purchasing of books and subscription of Journals			
7.	Purchasing lap-top & other computer peripherals.			
8.	Participating in course material preparation / teaching aids			
9.	Book Writing			
10.	Internet Charges			
11.	Any other item with prior approval of the authorities			
	TOTAL			

Certificate:

I certify that the amount has been utilized under the heads indicated above. I take full responsibility for any clarification required on the expenditure as and when required.

Enclosures:

Note: Each Voucher / Bill / Participation Certificate is required to be signed at the back side with date.

Signature of faculty members

Forwarded by:

To

Finance manager

Opening Balance :	Current Claim Admitted :
New Balance Available :	Dean(FA):
Approved / Not Approved / Please Discuss	
Director	