



# SGGS INSTITUTE OF ENGINEERING & TECHNOLOGY,

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*Vision of SGGSI&T, Nanded: "Education of human power for technological excellence"*

## Annexure –II

Proforma for Claiming Reimbursement of Expenses after attending **National Conference / International Conference** held with India by Faculty Members under Cumulative Professional Development Allowance (CPDA)

1.	Name of Faculty Member	
2.	Designation ( tick the appropriate)	Professor/Associate Professor/Assistant Professor
3.	Department	
4.	Date of Joining ad SGGSI&T, Nanded	
5.	Nature of Activity (tick the appropriate)	National Conference / International Conference being held within India
6.	Name of the Activity	
7.	Dates of Activity	
8.	Venue of Activity	
	Details of Expenses	
	a) Registration Fee ((Including Transaction Charges)	
	b) TA (Journey + Local Travel)	
	c) DA (Activity duration + Travel days)	
	d) Boarding & Lodging	
	e) Any Other Expenses	
	Total ( a to e )	

**Signature of applicant**

Head of Department / Centre Dean Research & Development