



SGGS INSTITUTE OF ENGINEERING & TECHNOLOGY,

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

Annexure –IV

Permission for claiming reimbursement of expenses after attending International Conference by Faculty Members under Cumulative Professional Development Allowance

1.	Name of Faculty Member	
2.	Designation (tick the appropriate)	Professor/Associate Professor/Assistant Professor
3.	Department /Centre	
4.	Nature of Activity (tick the appropriate)	National Conference / International Conference being held within India
5.	Name of the Activity	
6.	Dates of Activity	
7.	Venue of Activity	
8.	Details of expenses	
	a) Registration Fee ((Including Transaction Charges)	
	b) Visa Fees	
	c) TA (Air+ Local Travel)	
	d) DA (Activity duration + four days) @ \$ 75/day (other than SAARC Countries)	
	e) Boarding & Lodging (activity duration + four days) @ \$75/day (other than SAARC Countries)	
	f) Any Other Expenses	
	Total (a to f)	

Signature of applicant

Recommendation by the Head of the Department / Centre

Dean Research& Development

Director