

BLDEA's Vachana Pitamaha Dr. P G Halakatti College of Engg. & Tech.

Vijayapura

PERMISSION / REIMBURSEMENT FORM FOR ATTENDING FDP/STTP/WORKSHOP

Name of the Employee	
Employee Number	
Designation and Experience	
Department	
Details of FDP/STTP/Workshop applying	Name of program: Date: Organized by:
The number of FDP/STTP/Workshop attended in the present academic year with financial assistance from the institute.	
The number of conference papers presented in the present academic year with financial assistance from the institute.	
Financial assistance required from the Institute Note: Reimbursement is only for one FDP/STTP/Workshop per year	<input type="checkbox"/> YES <input type="checkbox"/> NO
Registration amount in INR	
TA (If any)	
Approved Reimbursement in INR	
(To be filled and attested by Account Section)	
Date:	SIGNATURE OF THE EMPLOYEE
Recommendation of HoD:	SIGNATURE OF THE HoD
Remarks	Vice Principal (Acad. R&D)
Remarks	Principal

Checklist:

1. Copy of Brochure
2. Registration fee slip
3. Attendance certificate
4. Voucher
5. Tickets
6. One page report