

Request for Research Expenses

Name : _____ Period from _____ to _____

Designation : _____

Research Details: _____

Expense Details:

S. No.	Expenses Particulars	Details	Amount
I	Traveling Domestic/ International		
II	Conference/Registration Fees (Details to be attached)		
III	Purchase of consumables, chemicals, lab and computer accessories etc. Purchase under Rs.5000/- with approval of HoD/HoS		
IV	Other/Advance for Exps.		
		Total	
		Less Adv. (if any)	
		Net Due	

Signature of applicant:

Date:

Comments of HoD/HoS:	Approved/Not Approved/Please Discuss
Recommendation of Dean/ Registrar:	
Director : _____ Date : _____	