



# HOLY CROSS COLLEGE

Accredited by NAAC with 'A' Grade

To,  
The Principal  
Holy Cross College, Agartala

Date: 21.01.2023

## Subject: Request for Reimbursement of the Travel Expenses.

Respected Father,

I would like to inform you that I went to Government Degree College (Men)-Srikakulam, Andhra Pradesh to attend 7 days SERB Accelerated Vigyan Sponsored High End Workshop entitled "IGNITION & INFIX OF SCIENTIFIC TEMPER IN UNDERPRIVILEGED AREAS: REACH TO UNREACH" from 19th - 25th December, 2022.

Herewith I am submitting the Statement of Expenditure of Rs. 30,895/- which has been incurred.

Sl No.	Date	Items	Amount
1	18.12.2022	Flight Fare (Agartala to Visakhapatnam)	Rs. 14,125/-
2	19.12.2022	Vehicle/Taxi Fare (Visakhapatnam Airport to Government Degree College (Men)-Srikakulam, Andhra Pradesh)	Rs. 3,200/-
3	26.12.2022	Vehicle/Taxi Fare (Government Degree College (Men)-Srikakulam, Andhra Pradesh to Visakhapatnam Airport)	Rs. 875/-
4	26.12.2022	Flight Fare (Visakhapatnam to Kolkata)	Rs. 8,095/-
5	27.12.2022	Flight Fare (Kolkata to Agartala)	Rs. 4,600/-
<b>Total</b>			<b>Rs. 30,895/-</b>

I, therefore, request you to please consider the reimbursement of at least 50% of my travel expenses, I'll be highly obliged to you. All the related documents, tickets and vouchers are enclosed herewith for your kind perusal.

Thanking You,

Yours faithfully,

*Dr. Debasree Lodh*  
21/01/2023

Dr. Debasree Lodh  
Assistant Professor  
Department of Botany  
Holy Cross College, Agartala

*[Signature]*  
21/01/2023

PRINCIPAL  
HOLY CROSS COLLEGE  
AGARTALA

- Encl: (1) Invitation and Communication Letters.  
(2) Flight Tickets, Boarding pass, Cash Bill and Voucher for Vehicle Fares.  
(3) Participation and Attendance Certificates.





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