



HOLY CROSS COLLEGE

Accredited by NAAC with 'A' Grade

To,
The Principal
Holy Cross College, Agartala

Date: 09.02..2023

Subject: Request for Reimbursement of the Travel Expenses. ✓

Respected Father,

I would like to inform you that I went to attend and present Sscientific paper for a National Conference on Aerobiology " from 21-23 rd December, 2022.

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

SI No.	Date	Items	Amount
1	18.12.2022	Flight Fare (Agartala to kolkata) kolkata to Hyderabad	Rs. 11,952,
4	24.12.2022	Flight Fare (Hyderabad to Agartala	Rs 14,369
Total			Rs. 26,321/-

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. Dipanwita Chaudhuri Sil

Dr. Dipanwita Chaudhuri
Assistant Professor
Department of Botany
Holy Cross College, Agartala

Approved
B. M. S.
PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

Encl: (1) Invitation and Communication Letters.
(2) Flight Tickets, Boarding pass,
(3) Participation and Attendance Certificates.