

ABES Engineering College, Ghaziabad
ABES Business School, Ghaziabad

Reimbursement Claim after attending Conference / Seminar / Workshop / Paper presentation / Competition / Paper Publication

Name: _____ Admission No: _____ Course / Branch: _____
Semester: _____ Year: _____ Contact No: _____

I, had taken prior permission to attend a Conference / Seminar / Workshop / Competition (Title / Name)

held at (Venue) _____ from _____ to _____
_____ (Approved application form S-28 attached)

The Actual expenditure Incurred by me / our team is appended below:

1. For Registration Fee Rs. _____
2. For T. A. Rs. _____
3. For D. A. Rs. _____

(Attach the Original Registration slip, Travel Tickets, and any other bill / receipt)

The expenses claimed as per the approval:

Full / Part Registration Fee Rs. _____
Full / Part T. A. Rs. _____
Full / Part D. A. Rs. _____
Total Rs. _____
Advance Drawn, if any Rs. _____
Claim / Refund Rs. _____
(Rupees _____)

Date: _____ **Signature of the student** _____

Remarks by HOD:-

The student has:-

- (i) Given the Presentation of Paper (if applicable) in the department, on _____
- (ii) Given a Photocopy of his/her publication for the departmental library

Date: _____ **Signature of HOD** _____

Remarks from Main Library:

The student has given a Photocopy of his/her publication for the library.

Date: - _____ **Signature of Library In-charge** _____

Approval by the Director:

Signature of Verifying Authority (Registrar / Dy. Registrar)

Signature of Director

Date: -

Date: -

Space for Accounts Section:-

Form No: S-29: Instructions**Actions Before submitting the Form S-29:**

1. Make Two sets photocopy of the full paper presented & published from the proceeding / Journal itself highlighting the page number along with Cover Page and Index of the proceeding / Journal and submit one each in the departmental library and main library; obtain signature on Form S-29.
2. A brief presentation about the contents of the paper has to be made to the department faculty & students before or after the seminar / Conference / Workshop and same has to be get notified on the application form from HOD.

Documents to be submitted with Form S-29:

1. Form S-28 duly approved.
2. Original Receipt of the registration fee, if applicable.
3. Original Tickets (Maximum 50% T.A. is applicable within India but outside NCR as per entitlement of Travel class if approved).
4. Receipts of expenses on boarding & lodging and meals (Maximum 50% D. A. is applicable within India but outside NCR as per entitlement of boarding & lodging if approved).
5. Photocopy of the Certificate giving a proof of attending the Seminar / Paper Presentation etc.

Handling of Application Form: