



Sir Shantilal Badjate Charitable Trust's

S. B. Jain Institute of Technology, Management & Research, Nagpur

(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)

NAAC Accredited with "A" Grade.

Hindi Linguistic Minority Institute, Approved by AICTE & DTE.

Our Vision : "Emerge as a leading institute for developing competent and creative professionals"

RESEARCH & DEVELOPMENT CELL

Reimbursement Form

Academic Session

For Attending Conference/Symposium/STTP/FDP/Seminar/Other

1. Applicant Details

Name of Applicant			
Department			
Designation			
Email Id			
Contact Number			
Have you claimed earlier in the same head you are applying for, in this academic session? (Yes/No)		If yes then, number of claims	

2. Event Details

Name of Event			
Place of Event			
Type of Event (Conference/Symposium/STTP/FDP/Seminar/Other)			
Date of Event	From	To	
Number of Days			
Whether Prior approval was taken? (Yes/No)			

3. Details of Expenditure

Particular	Amount claimed as per policy (in INR)	Amount Sanctioned (For Office Use)
Registration Fee		
Travel to Event's Place	BUS/Train (AC3)/Flight	
Travel back from from Event's Place	BUS/Train (AC3)/Flight	
Any other		
Total		
Total (in words)		

4. Declaration

I, hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand the consequences of the event of my information being found false or incorrect at any stage.

Date:

Signature of Applicant

Head of Department	Forwarded/Rejected	Remark:	Signature
Dean R&D	Approved/Not Approved	Remark:	Signature
Principal	Approved/Not Approved	Remark:	Signature

Note: Enclose all the necessary and relevant copies of documents along with this application (for e.g. pre-approval, certificate, registration receipt, tickets, etc.)