

# CONTINUING EDUCATION PROGRAMME



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR  
SAMANTAPURI, BHUBANESWAR-751 013

## SETTLEMENT OF ADVANCE OR REIMBURSEMENT OF EXPENDITURE ON ITEMS OTHER THAN REMUNERATION

1. Course ID : \_\_\_\_\_
2. Title of the Course : \_\_\_\_\_  
\_\_\_\_\_
3. Principal Coordinator : \_\_\_\_\_ EC \_\_\_\_\_
4. Department / Centre : \_\_\_\_\_
5. Bill No. against which advance was received : \_\_\_\_\_
6. Total advance taken : \_\_\_\_\_  
(Nil, if no advance taken )
7. Stock Register serial nos. : \_\_\_\_\_  
(covering this adjustment/ reimbursement (Xerox copy of appropriate pages of the procurement cum stock register enclosed herewith).
8. Refund of unspent balance : Rs. \_\_\_\_\_  
(cheque or Bank deposit slip enclosed)
9. Expenditure details  
(a) Course details : Rs. \_\_\_\_\_  
(b) Board/Lodging /Travel  
Of participants :Rs. \_\_\_\_\_  
© Guest Lecturer : Rs. \_\_\_\_\_  
(d) Refunds : Rs. \_\_\_\_\_  
TOTAL : Rs. \_\_\_\_\_
10. Difference to be reimbursed : Rs. \_\_\_\_\_  
(Item # 9 – Item # 6)

Bill no. \_\_\_\_\_ Date \_\_\_\_\_ Cheque  
No. \_\_\_\_\_ Date \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Course Coordinator

Encl: (a) \_\_\_\_\_ Cash memos/Receipts

(b) Xerox copies of the appropriate pages of the procurement cum stock register.

Reimbursement of Rs. \_\_\_\_\_ (vide item #10) approved.

Dean (CE)

