

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY SURAT - 395007

Form – for Approval of Journey (International) on Official Work / Conference

ANNEXURE - I

No:		Dated:
Sub	mitted to the Director:	
	ne International conference scheduled to be held ils as shown below has been accepted for presentat	as per the details shown below, my paper bearing the ion.
1	Name of the Conference and Venue:	
2	Duration of the Conference :	
3	Title of the paper accepted (if applicable):	
4	Date of proceeding to attend the conference :	
5	Date of return to the office:	
6	Registration Fees:	
7	Estimated Visa & Insurance charges:	
8	Estimated Accommodation charges (including the same within India):	
9	Estimated Food charges:	
10	Estimated Travel Expenses (within India and abroad):	
11	Any other permissible expenses:	
appr cont	oved, the TA/DA, registration fees, visa and ingency. It is requested to permit the	elivering an oral presentation at the said conference. If insurance charges may kindly be granted from my ne undersigned to attend the (Short term Conference) and sanction the estimated expenses i.e. a
Nan	ne of the Student Supervisor	Head of Department
	Dean, R&C	Director
	1766119 2100	

Annexure - I Format for Approval Note

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	ed to the Director:	
		onference schedule to be held as per
the	d. Jeteila	as shown below has been accepted for presentation.
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	applicable:	
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6	Registration Fee:	
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9	Estimated Food Charges:	
	Estimated Travel Expenses (within	*
10	Estimated Travel Expenses (William	
	India and abroad)	
11	Any other permissible expenses:	1
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