



Office of International Relations
Indian Institute of Technology
Kharagpur-721302

Ref. No. 1711/2023/OIR

Date: 12.01.2023

To,
Deputy Registrar
Finance & Accounts

With reference to the advance amount of INR 50000 received in connection with the visit of high level delegates from university of Cyberjaya Malaysia during 6th Jan to 11th Jan, 2023 as per approval of the competent authority vide note dt. 05.01.2023, an expense of **INR 39296.58** has been incurred as per the following:

- Meals expense at Kolkata and Kolaghat – INR 36056.58
- Ticket expense at Kolkata City Tour – INR 3240

An amount of **INR 10703.42** is required to be adjusted in this regard.

Enclosed:

- The budget approval for the meals at Kolkata and other contingencies (tickets at Kolkata City Tour) for the delegation.
- Original bills for the expenses for food and tickets.

Executive Officer

Through: Associate Dean, IR

