

Date: 01-03-2024

To,  
The Principal,  
SYCET, Aurangabad

Subject: About Remuneration for Duty

Respected sir,

I Mandar Kshirsagar was on-duty @ pune from 25-Jan-2024 to 5-feb-2024(excluding). During this period I had visited some Industry companies, training institutes, Engineering colleges and Industry person.

I kindly request to remunerate the amount that has been spent during above said period which is as follows:


Expenses			total
1.	Travelling	1000km x 8Rs/Km	Rs.8000
2.	Food, boarding Expenses etc	9days x 1000Rs/day	Rs.9000
Total			Rs.17000


Looking forward for your kind reply

Thanking you,

Yours' faithfully

  
Mandar Kshirsagar

1  
forwarded to CEO  
  
11/03/2024

2  
1. He was sent out to Pune for  
leave with IT companies, for  
arranging internships placement  
by the Principal.  
2. Expenditure for 12 days stay  
& travelling approved.  
  
07/03/24