

Pay ₹

28,500/-

Rupees

To :

The Principal
Shillong College
Shillong.

Voucher Submitted on 12/2/18

[Signature]
Principal
Shillong College

Subject: Proposal and estimate for Industrial Visit and Field trip for B.Com Final year (6th semester)

Dear Sir,

As part of the curriculum for Commerce, I have organised an Industrial Visit to Byrnihat and Khanapara for the Sixth Semester BCom students i.e 120 students on the 27th Nov, 2017. In this regard, I would like to request you to kindly grant us permission and finance for the same. The Estimation for the trip is as below:

Sl.no	Particulars	Amount (Rs)
1	Transportation – Bus Fare @8000 each	24000.00
2	Miscellaneous (Food for teachers and drivers etc)	4500.00
	Total	28500.00

Total Amount = Rupees Twenty Eight thousand five hundred only.

Cheque may be issued in the name of Mrs P. Khonglah.

Thanking you,

Dated: Shillong

22.11.2017

Sincerely,

[Signature]
MP/HA/Adoff
Allow & payment may be made
[Signature]
22/11/17

Kallol Dutta Roy
Prof. K. Dutta Roy
Head of Department, Commerce. 22/11/17

Received
[Signature]
24/11/17

[Signature]
Principal
Shillong College
Shillong - 3

Vice Principal
Shillong College
Shillong - 3

[Signature]
Head Assistant
Shillong College

[Signature]
Accountant
Shillong College

To:

The Principal
Shillong College
Shillong.

Subject: Submission of financial statement of Industrial cum Field Trip of B.Com 6th Sem on 27.11.2017

Sir,

With respect to the subject cited above, I would like to submit the expenses detail of the sanctioned amount of Rs. 28,500/- (Twenty eight thousand five hundred only) for the B.Com 6th semester students industrial cum field trip to EPIP Byrnihat and Khanapara, on the 27.11.2017. The details are as below:

EXPENDITURE			RECEIPTS	
PARTICULARS	V.no	AMOUNT	PARTICULARS	AMOUNT
To Bus Fare (inclusive of drivers and escort food)	1	24600.00	By Cheque no 024594 Dated 22/11/17	28500.00
To Teachers Lunch (5 nos)	2	700.00		
To Miscellaneous expenses	3	200.00		
Cash in hand (Refunded to college in cash)		3000.00		
TOTAL		28500.00	TOTAL	28500.00

Thanking you,

Sincerely

Smt. Khonglah

Department of Commerce

Dated : 06.02.2018

Place: Shillong

vp/HA/Beeth
6/2/18

Received the
unspent amt of
Rs 3000/-
6/2/18