

# Khulna University of Engineering & Technology

Khulna 9203, Bangladesh

Application for the reimbursement of expenditure to present paper in Conference / Seminar  
[To be submitted at the office of Director (R&E)]

Name:.....

Designation: .....Department: .....

Name of the Conference:.....

Venue / Country: .....Period:.....

Ref. No. of Office Order (to be enclosed): .....

Sl.	Items of expenditure	Amount of expenditure (BDT / US\$)	Remarks
01	Registration Fee		Original document of payment must be enclosed
02	Travel, Food & Lodging, and Others expenses		Document of participation must be enclosed
<b>Total (in figure) =</b> <b>(in word) =</b>			

Countersigned by HoD with Date & Stamp

Signature of the Applicant with Date & Stamp

Office of the Director (Research & Extension):

Office of the Comptroller

Note:

(i) In Bangladesh, financial assistance will be provided for Registration Fee. In addition, based on the region, a fixed amount is to be provided to cover Travel, Food & Lodging cost as: (a) Khulna & adjacent: Tk.1000/- (b) Rajshahi, Northern & Barisal region: Tk.3,000/- (c) Dhaka region: Tk.7000/- and (d) Sylhet & Chittagong region: Tk.10,000/-. However, total financial assistance for presenting technical papers in a fiscal year will not exceed Tk.20,000.00/- (Taka Twenty Thousand).

(ii) In Foreign countries, the financial assistance will be provided for the actual cost of Registration, Travel, Food & lodging, etc. as supported by the Vouchers/Bills, which in total will not exceed the amount of: (a) West Bengal, Assam, Tripura & adjacent areas of India: Tk.25,000/- (b) Other region of India & SAARC countries: Tk.40,000/- (c) Middle East & South East Asian countries: US\$750/- (d) Japan & Other countries: US\$1300/- (conversion rate in BDT same as the date of approval).