**Faculty Affairs Division BITS/FAD/I-U Immersion / 2025-26**

R

Reimbursement of expenditure made towards University Immersion

Date:

To

The Associate Dean, FAD

BITS Pilani, Hyderabad Campus, Hyderabad

**Sub: Reimbursement of the expenditure on the University Immersion programme**

Dear Sir/Madam,

Kindly approve the reimbursement of the following expenditure spent on my visit to

 Under the University Immersion programme

# Statement of the expenditure

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Details** |  **Maximum Financial support from the institute (Rs.)**  | **Amount claimed (Actuals) for -----------Days**  |  **Approved amount**  |
|  **Travel Cost in economy class** | **1,50,000/-** |  |  |
| **Lodging cost (actual per week)**  | **30,000** |  |  |
|  **Boarding cost( fixed per day):**  | **3,500** |  |  |
| **Miscellaneous including local** **travel (fixed per week.):** | **5,000/-** |  |  |
| **Visa fees** | **10,000/-** |  |  |
| **Medical Insurance** | **5,000/-** |  |  |
| **Total** |  |  |  |
| **Advance taken** |  |  |  |
| **Balance** |  |  |  |

Thank you

Name Dept. Period

Signature, HOD Date:

# FAD Office Purpose

Approved / Not Approved

Budget Code Sanctioned Budget

Amount spent (including this bill) Amount Remaining \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Associate Dean (FAD):

**Birla Institute of Technology & Science,**Pilani Hyderabad Campus

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