UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY, CHANDIGARH

FORMAT 7A: ADVANCE FOR APPROVED OUTSTATION EVENT

Participating Committee: _____

Sub-Committee: _____

Faculty/Teacher Incharge: _____

Name of the Event: _____

Date & Time: _____

Venue: **Within Panjab University/ Outside Panjab University**

Name of the Venue _____

_____

Funds Required from UTECHNOS

Registration _____

Booking _____

Travel _____

Food _____

other _____

Honorarium _____

or Attach list

Other Source of Funds, if any (sponsorships) _____

Total expected expenditure as per approved budget of UTECHNOS. _____

Advance 30% of total budget (Rs) _____

Sanctioned Amount (Rs) _____

Advance Requested (Rs) _____

Name of Teacher In-charge / Authorised Recipient _____

Bank / Payment Details, if required _____

Purpose of Advance _____

Expected Date of Adjustment _____

Declaration: The advance shall be used only for the sanctioned activity. All original bills, invoices, receipts and supporting documents shall be submitted for adjustment within the prescribed period. Any unspent amount shall be returned/adjusted as applicable.

I will be responsible for submission of report of the event/ activity.

Signature of Student convenor with date

Name: _____ Roll No.: _____ class : _____

Mobile no. _____

The information furnished above is correct to best of my knowledge and I approve the same.

Signature Teacher Incharge

Coordinator (if applicable)

UTECHNOS Incharge

Director

Mandatory Enclosures

Document / Requirement	Attached (✓)
Invitation / confirmation from institute/industry/ Department, wherever applicable	☐
Detailed itinerary	☐
List of participating students	☐
Consent / undertaking of students and parents, where required	☐
Faculty in-charge and emergency contact details	☐
Transport quotation / supporting estimate, where applicable	☐
Safety / risk assessment and medical arrangements, where applicable	☐

General instructions: No expenditure should be incurred before the required approvals are obtained. The sanctioned amount shall be used only for the approved purpose. Original bills/invoices, attendance/participation records and a completion report shall be submitted for adjustment.