**ORIC**

**KINNAIRD COLLEGE FOR WOMEN LAHORE**

**APPLICATION FOR REIMBURSEMENT REGISTRATION FEE AND OTHER EXPENSES OF CONFERENCE/ WORKSHOP/SEMINAR ETC**

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| --- | --- |
| Name of Faculty Member |  |
| Department and Designation |  |
| Date of Joining  |  |
| Name of Conference (Attach Brochure) |  |
| National /International  |  |
| Type of Participation (Presenter/Attendee) (attach certificate or email correspondence) |  |
| Conference if recommended by (HOD/Dean/Head Research operations etc) |  |
| Approval was taken before attending the conference from (HOD/Dean/Head Research operations etc) |  |
| In case of presentation at conference please provide abstract if published in Book of Abstracts |  |
| Total registration charges paid (proof of payment is required) |  |
| Total amount of travel charges + Accommodation charges + meals etc (Proofs required)Only in case of conference outside Lahore |  |
| Total Amount claimed  |  |
| By signing below and submitting this Application Form, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree that the information I have provided in this application form is, to the best of my knowledge and belief is correct and complete.Name and Signature of Applicant |
| Recommendation and Comments by ORICSignature |
| Approval by PrincipalProf Dr Iram AnjumPrincipalKinnaird College for WomenLahore  |