

Reimbursement - (24 August 2023 - 20 March 2024)

PFB the expenses incurred during the 2023-2024 tenure from 24th August 2023 to 20th March 2024 at Netaji Subhas University of Technology.

IEEE NSUT Orientation - 24th August 2023

Sno.	Item	Price (in Rs.)
1.	Standee Flex/Flex/Poster/ID card	2313.00
2.	Flex/Standee	1900.00
3.	Stationary	350.00

Speaker Session by Rohit Negi - 13th September 2023

Sno.	Item	Price (in Rs.)
1.	Cab for speaker	519.02
2.	Refreshment for Speaker	160
3.	Standee	500
4.	Memento	200
5.	Lunch for Speaker	360

IEEE DAY Celebrations - 3rd October 2023

Sno.	Item	Price (in Rs.)
1.	Trophies (for Quiz winners)	570
2.	Cake	2800
3.	Refreshment	350

PES - Social Awareness Event - 7th October 2023

Sno.	Item	Price (in Rs.)
1.	Chips/Chocolate/Fruti	670
2.	Chocolate for Winners	260

Industrial Visit - 9th October 2023

Sno.	Item	Price(in Rs.)
1.	Refreshments (Burgers for Students)	1417.50
2.	Water Bottle	100

NeuroNova - NSUTTHON'23 - 11th Oct 2023

Sno.	Item	Price(in Rs.)
1.	6x3 Banner	360
2.	2x1 Banner	300
3.	Pop	120
4.	Cones	120
5.	Bottles	160
6.	Paper Cups	100

IEEE NSUT Domain Renewal - 1 December 2023

Sno.	Item	Price(in Rs.)
1.	ieeensut.com	1260

NGO VISIT - 24th December 2023

Sno.	Item	Price(in Rs.)
1.	Pencils and Eraser	154
2.	Chips	340
3.	Chips (Extra)	150
4.	Stationary	1565
5.	Cake	2305
6.	Chocolates	500
7.	Muffins	110
8.	Christmas Caps	225

Speaker Session by Abhisekh Seth Sir - 20th March 2024

Sno.	Item	Price(in Rs.)
1.	6x3 Standee	360
2.	Stationary	310
3.	Momentos	300

IEEE Education Week 2024

Sno.	Item	Price(in Rs.)
1.	Prizes for Winners (Amazon Gift Cards)	3000

Subject: Request for Reimbursement of expenses incurred during the 2023-2024 tenure from 24th August 2023 to 20th March 2024

Dear Ma'am,

I'm writing to request the reimbursement of expenses incurred from August 2023 - March 2024 Netaji Subhas University of Technology.

Attached are the detailed bills and receipts for the expenses, the total amount comes to Rs. 24208.52.

Please let me know if any additional documentation or information is needed to process this reimbursement.

Thank you for your support and guidance in making our tenure a success.

Regards

Tarun Kumar Sharma

Chairperson (2023-24), IEEE NSUT

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Account Details:

Name: Tarun Kumar Sharma

Account No.: 40948073235

IFSC Code: SBIN0001578

Bank Name: State Bank of India

Contact Number: +91 8700399088

Subject: Confirmation of Events and Expenses for Reimbursement

Dear Ma'am,

I hope this message finds you well.

As the Chairperson of IEEE NSUT for the tenure 2023-24, I, along with my core team members, am writing to confirm that the following events were successfully organised under our leadership at Netaji Subhas University of Technology. These events were executed as planned, and the listed expenses were incurred solely for their execution. To further validate these events, we have included Instagram links where possible:

1. IEEE NSUT Orientation (24th August 2023)

- Items: Standee Flex, Posters, ID Cards, Stationery
- Total Cost: ₹4,563.00
- Instagram Link:
https://www.instagram.com/p/CwO1sqfSLVg/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

2. Speaker Session by Rohit Negi (13th September 2023)

- Items: Cab, Refreshments, Standee, Memento, Lunch for Speaker
- Total Cost: ₹1,739.02
- Instagram Link:
https://www.instagram.com/p/CxGBKNvSoaJ/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

3. IEEE Day Celebrations (3rd October 2023)

- Items: Trophies, Cake, Refreshments
- Total Cost: ₹3,720.00
- Instagram Link:
https://www.instagram.com/p/Cza1r8tqm5w/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

4. PES Social Awareness Event (7th October 2023)

- Items: Snacks and Chocolates
- Total Cost: ₹930.00

- Instagram Link:
https://www.instagram.com/p/Cy2bLNTS8IM/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

5. Industrial Visit (9th October 2023)

- Items: Refreshments, Water Bottles
- Total Cost: ₹1,517.50
- Instagram Link:
https://www.instagram.com/p/CzK1fS7SlnG/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

6. NeuroNova - NSUTTHON'23 (11th October 2023)

- Items: Banners, Pop, Cones, Bottles, Paper Cups
- Total Cost: ₹1,160.00
- Instagram Link:
https://www.instagram.com/p/CyL-6VDK8RS/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

7. IEEE NSUT Domain Renewal (1st December 2023)

- Item: Domain Renewal (ieeensut.com)
- Total Cost: ₹1,260.00

8. NGO Visit (24th December 2023)

- Items: Pencils, Erasers, Chips, Stationery, Cake, Chocolates, Muffins, Christmas Caps
- Total Cost: ₹5,349.00
- Instagram Link:
https://www.instagram.com/reel/C1pEh0uybkK/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

9. Speaker Session by Abhisekh Seth Sir (20th March 2024)

- Items: Standee, Stationery, Mementos
- Total Cost: ₹970.00
- Instagram Link:
https://www.instagram.com/p/C5C9bJSqTWW/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

10. IEEE Education Week 2024 (Tech Transducer Hunt)

- Items: Prizes for Winners (Amazon Gift Cards)
- Total Cost: ₹3,000.00
- Instagram Link:
https://www.instagram.com/p/C7GnxLIKnD1/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

The total amount incurred for all these events is **₹24,208.52**, as supported by the attached bills and receipts. I assure you that all expenses were made in the society's best interest and for the events' successful organisation.

We sincerely apologise for the delay in applying for reimbursement and appreciate your understanding. Please let us know if further verification or documentation is required to process the reimbursement.

To further attest the authenticity of this letter, the following core team members have signed below as a guarantee:

1. **Tarun Kumar Sharma** – Chairperson
Signature:
2. **Abhimanyu Verma** – Vice Chairperson
Signature:
3. **Yashesh Pratap Singh** – Vice Chairperson
Signature:
4. **Karandeep Singh Birdi** – PES Vice Chairperson
Signature:

Thank you for your continued support and guidance.

Sincerely,

Tarun Kumar Sharma

Chairperson (2023-24), IEEE NSUT

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