To,

The Head of Department,

Thapar university,

Patiala.

Respected sir,

We are the students of 3rd year computer science in Thapar university. We went for Freescale cup, 2011 to represent Thapar university from 16th October to 20th October. We tried our level best to perform in the competition and one of our team has won a cash prize of Rs.10000 and bagged 5th position in the competition. The other team has secured 8th rank in the competition. I have attached media reports along with the application for reference. The expenses of travel and stay at Banglore are calculated below and all proofs are attached along with the application. We paid atmost attention to optimize the expenses and expect to get reimbursed soon.

|  |  |  |  |
| --- | --- | --- | --- |
| **Journey** | **Amount incurred/person** |  | **Amount to be reimbursed** |
| Patiala-delhi-patiala(bus) | 920(460\*2) | 5 | 4600 |
| Delhi –banglore-delhi  (air) | 9997 | 5 | 49985 |
|  |  |  |  |
| Banglore airport to hotel(taxi) | 525 | 2 | 1050 |
| Hotel charges | 2800 | 2 | 5600 |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

**Total amount** = **8781**

All the bills in serial order are attached along with the letter.

Thanking you

**Yours faithfully,**

**Gursimran singh,**

**Thapar university,**

**Patiala**