Date: 30.04.2024

To,

Registrar

Swarrnim Startup & Innovation University,

Gandhinagar

Subject: Financial Support to Attend Conference

As per our policy to support faculty to attend conferences & workshops, the following faculty member have sought approval to attend **“Conference/workshop”** for 2 days in month of March & April 2024.You are requested to kindly approve the financial support.

Purpose: Registration Fee/ Travel & Other Expense

I hope you would find everything in order

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| --- | --- | --- |
| **Sr.No.** | **Name of faculty** | **Amount** |
| 1 | Prem Prajapati | 5706 |
| 2 | Jinal Sharma | 8000 |
| 3 | Dr. Archana Pandey | 5899 |
| 4 | Prem Prajapati | 6667 |

Thank you for considering my request, I am happy to provide additional information or documentation required to support my application. I look forward to your positive response.