

On the letter head of the Organization

**Format for Audited Statement of Expenditure for Symposium/Seminar/Conference/
Brainstorming meetings/Workshop**

1. GSBTM Sanction Letter No.
2. Date of sanction
3. Title of the Programme
4. Name and Address of Organizers
5. Name of the Organizing Institute
6. Amount sanctioned by GSBTM
7. Amount released by GSBTM
8. Details of expenditure

S. No.	Heads	Financial Assistance Sanctioned by GSBTM (In INR)	Actual Expenditure (In INR)	Balance Amount	Annexures [Bill details]			
					Amount	Bill No.	Date	Items & Suppliers
1	TA/DA for Speaker(s) / Expert(s)							
2	Printing & Stationary							
3	Honorarium for Speaker(s) / Expert(s)							
4	Rental of the Venue							
5	Folders/Kits for participants/ Students							
6	Chemicals and Consumables							
7	Food							
8	Contingency							
	Total							
* Number of pages of proceedings ();				Number of copies to be printed ()				

Organizer

(Signature & Seal)

Finance Officer

(Signature & Seal)

Head of Institution

(Signature & Seal)

Chartered Accountant

(Signature & Seal)