

To
Finance Department
Manipal University Jaipur

25 August 2016

Subject: Stipend for Intern.

Sir,

Here are the details of the intern and stipend to be debited from the IAESTE MUJ account to be paid:

Intern Details:

Name: Jens Ellinghaus

Employer: DK PANJAY

Country: Germany

Duration: 1/8/2016 to 25/9/2016

Stipend Details :

Monthly Stipend: INR 5000/-

Number of days Worked : 25

Stipend Per Day: INR 165/-

Stipend To Be Paid: $25 \times 165 = \text{INR } 4125/-$

Working Duration: 1/8/2016 to 25/8/2016

'A': —

Kindly debit the specified amount from IAESTE MUJ account to be paid in cash as stipend to the intern.

Khanna

Yours Sincerely,

Sanchit Khanna

CFO, IAESTE MUJ

'A': Please reduce the no of days & release the amount as per MUJ - IAESTE

opst
29/8/16