INDRAPRASTHA INSTITUTE *of* INFORMATION TECHNOLOGY DELHI
(A State university established by Government of NCT of Delhi)

National / International Travel Request Form – For PhD Students

1. Name: _____ 2. Roll No. _____

3. Travel : ☐ **National** ☐ **International**

4. Purpose of Travel : ☐ To present paper ☐ To participate ☐ To attend workshop ☐ Others

Conference Name	Venue	Level (Core A/A* or others)	Whether full paper accepted	Whether running for more than 5 years	In Digital Library of	Proceedings of the conference are indexed in	Length of pages in proceedings

5. Duration of Conference:_____ **to** _____ 8. Duration of Leave: _____ to_____

9. Funding Required : ☐ Yes ☐ No

10. Applied for funding from Outside sources : ☐ Yes ☐ No, (if yes, please specify:_____)

(if No, Then the student is advise to apply)

Expenses detail(Budget) To be given by the Student

Round Trip Fare :_____   Bus/Local Travel : _____

Registration Fees:_____   Living Expenses : _____

Total(in Rs.) : ——————————————

Recommendation of Supervisor	**Undertaking of Supervisor**
Name : _____ Recommendation: Strong recommend ☐ Weak recommend ☐ Not recommended ☐	I shall not claim travel from Institute head for the same paper. Signature:

11. Details of travel already availed from Institute

	No. of times	Amount of budget utilized
National		
International		

_____
(Signature of Student with date)

Verification by Academic office

12. Studentship Category : ☐ Regular with Institute Financial Support ☐ Regular without Institute Financial Support

☐ Project Sponsor (Please specify_____)

☐ Other Fellowship (Please specify_____)

13. Available travel budget: _____

_____
DM/AM/JM (Academic)

Chair PGC Approval

14. ☐ Approved ☐ Not Approved ☐ Recommended

15. Total Amount recommended : _____

_____

Chair PGC

DoAA Approval

16. ☐ Approved ☐ Not Approved ☐ Recommended

_____

DoAA

Note: 1. A copy of the approved form will be kept in Personal file of the student.