



Travel Assistance for academic work, conference or student activities

1. Name: _____ 2. Roll No. _____
3. Programme : _____ 4. Department : _____
5. Purpose of Travel : Academic Conference Student activity Others
6. Detail of Activities : _____

7. Place of Visit
- (i) Country : India Outside India, (if outside India please specify: _____)
- (ii) City : _____
- (iii) Organisation : _____
8. Date of Business : _____ to _____ 9. Duration of Leave: _____ to _____
10. Funding Required : Yes No (Earlier Availed this fund: Yes No)
11. Applied for funding from Outside sources : Yes No, {if yes, please specify(Org/Insti): _____ }
(if No, then the student is advised to apply)

Expenses detail(Budget) To be given by the Student	
Round Trip Fare :	_____
Bus/Local Travel :	_____
Registration Fees:	_____
Living Expenses :	_____
Total :	_____
Reimbursement Amount Claimed:	_____
(Attach separate sheet , if needed)	

Recommendation of Supervisor (or Faculty In-charge)	
Name :	_____
Recommendation:	_____

(Signature of Student with date)

(Signature of Supervisor/Faculty In-charge with date)

Verification by Department

12. Type of Conference _____ (A* or others)
13. Recommendation for Additional support of Rs.25000/- grant : Yes No
- Additional Comments (if any) : _____

HOD, Department of _____

Verification by Academic office

14. Total Amount recommended: _____
- _____
DM/AM/JM (Academic)

Approval

15. Approved Not Approved Recommended

DOAA/Dean (SA)