

Format for Claiming Re-imbusement

Travel Grant Scheme to attend International Conference/Seminar/Symposium/Workshop
Within India.

11. Name of Student : _____
12. Course : _____
13. Department : _____
14. Date of admission : _____
15. Roll No. : _____
16. Approved amount(Rs.) : _____
17. No. & Date of University Approval: _____
18. Name, Venue, City of Conference attended: _____
19. Duration of the Conference attended(Certificate attached): _____
20. Detail of actual expenditure incurred(Original Documents attached):
 - e) TA/DA Forms(Filled up) : _____
 - f) Registration fee paid. : _____
 - g) Others expenses, if any : _____

TOTAL Rs.: _____
21. Advance Received from University : _____
22. Assistance received from Others : _____
(DBT/INSA/DST/ICAR/CSIR/ICSSR etc.)
23. Balance amount to be reimbursed by the University: _____

Certified that

4. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount shall be refunded to the University.
5. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the University.
6. In case, I receive any financial assistance from the organizers or any other agency in future, the excess amount paid by the University shall be refunded.

Date: _____

Signature of Student

Name & Signature of Supervisor _____

Signature of HOD/In-Charge _____