



**Travel Assistance for academic work, conference or student activities**

1. Name: \_\_\_\_\_ 2. Roll No. \_\_\_\_\_
3. Programme :  B.Tech.  M.Tech. 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 (Academics) \_\_\_\_\_ Manager (Academics)

**Approval**

15.  Approved  Not Approved  Recommended

\_\_\_\_\_  
DOAA