

Travel approval form



NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA KURUKSHETRA-136119, HARYANA

Diary No:

Date:

Approval form for travel (funded by external funding agency)

PERSONNEL DETAILS

Name of the Applicant	
Designation and pay level	
Department/School	
Financial Year	

DETAILS OF CONFERENCE/WORKSHOP/FDP

Nature of conference	☐ National ☐ International	☐ India ☐ Abroad
Name of event		
Organizers details		
Organizers contact address including email and telephone		
Date of event		
Presentation Type	☐ Invited talk ☐ Oral presentation ☐ Key note address ☐ Poster presentation ☐ Other.....	
Title of paper/oral/poster/other presentation (if only participation title not required)		
Proposed date & time of Leaving Headquarters		
Proposed date & time of Return to the Headquarters		
Source of Funding (Sponsoring agency) and sanction order details.		

Dean R&C office

Travel approval form

DETAILS OF ACADEMIC/RESEARCH ACTIVITIES

Nature of visit (enclose documents, if any)	
Address of visiting institute/lab/place and contact person details	
Proposed date & time of Leaving Headquarters	
Proposed date & time of Return to the Headquarters	

DETAILS OF EXPECTED EXPENDITURES

Sr. No.	Head	Amount (in Rs)
1.	Airfare (economy class only)/Train Fare/Taxi Fare/Bus Fare	
2.	Registration Fees (including transaction charges)	
3.	Per diem Allowances (as per actuals) (Activity days + Travel days = ... days)	
4.	Accommodation Charges (as per actuals)	
5.	Visa Fees and related charges (as per actuals)	
6.	Travel and medical Insurance Charges as per the requirement (as per actuals)	
7.	Any other expenses, if any, please specify	
	Total Expected Expenditure	

Date:

Signature of the Applicant

Through (PI of the project)

Through (Head of the Department / Coordinator)

For office use only

Funds availability. <i>Accounts section</i>	Available / Not available	<i>Signature and date</i> <i>AR (Accounts)</i>
Recommendation for the event in India / Abroad. <i>Dean (R&C) office</i>	Recommended /Not Recommended	 <i>Dean (R&C)</i>

Dean R&C office