



Travel Assistance for academic work, conference or student activities ECE Department

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

6. Place of Visit
- (i) Country : India Outside India, (If outside India please specify: _____)
- (ii) City : _____
- (iii) Organization : _____
7. Date of Business : _____ to _____ 8. Duration of Leave: _____ to _____
9. Funding Required : Yes No
10. 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) : _____

Approval of HoD

- 14 Approved Not Approved

HoD