

Dr. B.R. Ambedkar University Delhi

Annexure -2 (Student Travel Grant Reimbursement Form)

(Students are requested to submit filled application to the Office of the Dean of the School)

1.	Name of the Student	
2.	Programme	
3.	School	
4.	Enrolment Number	
5.	Details of Seminar/ Conference/ Workshop/ Paper and Poster Presentation	International [] National []
6.	Duration & Dates of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	Total no. of Days: _____ Dated: From _____ to _____
7.	Venue of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	City _____ State _____ Country _____
8.	Theme and Title of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	

Travel Plan:

Sl. No.	Date	Place		Mode of Travel*	Fare paid	Remarks, if any
		From	To			

*In case of travel by Air, mention the name of the Air line

Details of expenditure incurred:

Head	Actual Expenditure	Assistance provided by any other agency		Amount claimed from Dr. B.R. Ambedkar University Delhi
		Agency	Amount (INR)	
Registration Fee				
Air Fare/Train Fare				
Per Diem expenses (INR)				

1. In case the applicant has travelled to some other place apart from the venue approved then a letter from the government agency through which the booking is made indicating the expenditure to and fro for the venue approved by the shortest route is given.
2. Rate at which foreign currency purchased as per Indian Rupees (attach voucher for the purchase of currency).

Name of the Student _____

Signature _____

Date _____

Recommendation of Programme Coordinator/Dean of School:

Name of the Programme Coordinator _____

Signature _____

Date _____

Name of the Dean of School _____

Signature _____

Date _____

Financial Expenditure	Tentative Expenditure Claimed (APPROX.)	Assistance provided by other Agency (APPROX.)	Admissible as per Rule	Tentative Assistance required from Dr. B.R. Ambedkar University Delhi proposed or as per actual whichever is less
Registration Fee			(Maximum INR 10,000/-)	
Air Fare/Train Fare			Air Fare (economy class by shortest route)/ Train Fare (3 rd AC/AC Chair Car or buses run by the Government)	
Per Diem expenses (INR)			(@33% of the prescribed rates for various cities as notified by the Ministry of External Affairs (subject to revision from time to time) / Local Travel = INR 250/- per day, Accommodation = INR 400/- per day, Food = INR 200/- per day. (subject to revision from time to time)	
Total				

Assistant, SS

AR, SS

Dean, SS