



(IV) CLAIM SHEET FOR REIMBURSEMENT OF TRAVEL GRANT FOR PARTICIPATION IN NATIONAL/ INTERNATIONAL CONFERENCE/ SEMINAR/ SYMPOSIUM/ AND WORKSHOP PROGRAMME

A. To be filled by the Scientist)

1. Name of the applicant :
2. Full Address of Univ. /Institution :
3. HIMCOSTE Commitment letter No. & Date :
4. Title of the Conference/Training course etc. :
5. Venue & Date :
6. Details of Expenditure of Travel :

Date	Departure From	Date	Arrival at	Mode & Class of Travel	Ticket Nos.	Fare Paid (Actual)
1	2	3	4	5	6	7

7. Total expenditure on Travel : Rs.

8. Amount received from all other : Source amount Xerox copy or

sources

sanction at enclosure no.

(a) Total

(b) Towards travel

The following certificates are enclosed (claim-sheet will not be examined in the absence of enclosure as mentioned).

(Please mark ✓ in the box if enclosed)

- (i) One clear Xerox copy of Air India Ticket
- (ii) A certificate from Air India indicating the air fare by the shortest route
- (iii) Xerox copy of certificate of participation at the conference (obtained from the organizer)
- (iv) Report of tour in the attached format
- (v) Financial support towards travel obtained from other sources

Certificate

Certified that I have attended the above Conference and the particulars furnished above the correct. Also certified that I have not received travel grant from HIMCOSTE in the last three years.

Date:.....

Signature of the Applicant

Place:.....

with Name & Designation

Forwarded by Vice Chancellor/Registrar/Competent Authority:

Date:

Signature

Place:

Designation and Address with Seal

B. For office use only: (This page must not be removed)

File No. _____ Name _____

(i) Decision of the Committee : Approved Rs.

(ii) Support towards travel : Sources (a)

(b)

(c)

Total Fare Amount Rs.

(i) Air Fare

(a) Fromto.....& back Rs.

.....

Grand Total Rs.

For Consideration for reimbursement of Rs.