



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

A. (To be filled by the Applicant)

1. Name of the applicant :
2. Full Address of Univ. /Institution/College :
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 sources :
Source & amount :
Xerox copy or sanction at enclosure no. : Yes/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 Ticket ()
- (ii) Xerox copy of certificate of participation at the conference (obtained from the organizer) ()
- (iii) Report of tour in the attached format ()
- (iv) 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:.....
Place:.....

Signature of the Applicant
with Name & Designation

Forwarded by Vice Chancellor/Registrar/Competent Authority:

Date:
Place:

Signature
Designation and Address with Seal

A. 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.

Signature:

Project Coordinator

AC(F&A)