

FAQ Faculty TRAVEL GRANT

1. What are the documents to be submitted while claiming?

A. Kindly ensure the **documents to be enclosed** by the Applicant for the smooth processing while submitting bills for claim

1.	Travel Grant Application : Duly filled-in Application (Template above) & signed	6	Original Bills for claim (whatever claimed from Alumni apart from any other funding)
2	Covering letter detailing expenditure claimed & signed	7	Lost bills cases , if any, be at least listed with undertaking of missing & signature for the expenditure incurred with context.
3	Invitation letter / email if any to be self attested by the claimant / endorsed by Faculty	8	Per diem is not permissible , however only actual reimbursed within limit permissible by Committee
4	Approval for International Visit (relieving order) Xerox copy self attested by the faculty.	9	Brief Report of the visit if it is abroad.
5	Air Ticket with Boarding pass	10.	For clarification : Mr. Karan: 044 2257 8358