

Application for Alumni Funding for Research-Collaboration Visits Abroad

NAME	
DEPARTMENT	
UNIVERSITY TO BE VISITED	
HOST FACULTY	
DATES OF VISIT	
PURPOSE	
ESTIMATED COST OF VISIT (provide details)	
FUNDING AVAILABLE FROM OTHER SOURCES (pls. provide details)	
NET OUT-OF-POCKET EXPENDITURE	

Signature

Alumni Fund support is on reimbursement basis on actual with eligible percentage as per Committee recommendation

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