

TRAVEL GRANT FAQ Link

1. What's the evidence to be submitted for partial Travel support? What if there isn't any?
 - A. Evidence must be an approval letter or an email conversation from the funding agencies.
In case there is no funding, leave it as such.

2. What are the certificates required from the travel agencies for the airfare estimate? Do you have any recommended agencies/ agencies that will cater to such requests?
 - A. Travel Grant applied prior to travel – Requires 3 quotes through web search/ Travel agencies.
(Some Sample Websites: make my trip, yatra etc.)

3. What's exactly "undertaking to return" and is there any specific format?
 - A. Own format.
If the student has applied prior to travel – requires a self-declaration form from the students. Once they are back from travel, they must come back to IITM and complete the course.
Not required for a reimbursement in case of completed travel.

4. What is the procedure to apply for a Travel Grant?
 - A. Via download/online/ Workflow - complete application forwarded by Guide & HoD with the necessary bills below:
 1. Application duly signed by the student, Guide/Faculty advisor, HoD
 2. Bills for the expenses (at least good estimates on actual expenditure for food & self-certification on receipts)
 3. Invitation letter, participation certificate
 4. One page Visit Summary

Hardcopy One page Visit Summary Consists of:

 - Work accomplished during the visit abroad
 - Benefits derived out of this visit.
 - An acknowledgement to Alumni for providing partial financial assistance.
 - Participation / Internship Certificate Xerox copy
 - Printed color Passport Photograph (ONE)

Softcopy of the following to travelgrant.iitm@gmail.com

 - Your photograph clicked during your presentation at the event [JPG format]
 - Your (color) passport size photo
 - One Page Visit Summary mentioned above.

5. What are the eligibility criteria for a student to avail Travel grant?
 - A. Event should be related to his/ her core subject/research work/semester exchange/summer school/workshop/competition, internship, research work.

6. How much of the expense will be covered under the Travel Grant?

- A. Actual expenses related to event – Funds received towards the event = Out of pocket expenses
- 50 % of out of pocket expenses up to a maximum limit fixed by the Travel Grant Committee (subject to periodic review)
 - % of reimbursement will differ for student groups, PDF, Scientists, INSPIRE Faculty, External candidates and recent pass-out alumni (as fixed by TG Committee)
7. What's the prescribed period within which the reimbursement form has to be submitted to I &AR, since the end of travel date?
- A. Usually within 3 to 8 weeks after the completion of travel.
8. What's the primary source of fund for international travel/ is there any student beneficiary required to repay the travel grant after graduation?
- A. Travel Grants are paid out from donations by alumni. Once you have the capability, do give back to this scheme in multiples of what you receive.
9. What do the students do in case they don't have their boarding pass?
- A. Students can submit a copy of their passport page with relevant immigration stamps, along with the flight invoice. Do try to keep all the boarding passes.
10. How many times are the students eligible to apply for their Travel Grant?
- A. As a student, you can apply only once.
11. Who are eligible for Boeing Travel Grant/ is it only for scholars from Aerospace Engineering Department?
- A. Only Aerospace Engineering M.Tech graduates are eligible for Boeing Travel Grant.
12. Can Boeing/ Alumni grants be availed before one exhausts Institute funding?
- A. You can use Boeing/Alumni funding prior to Institute funding with valid reason.
13. Can the grant be availed if the student is partially funded by another agency, Internal/ external?
- A. No restrictions. Students can avail from any agencies either internal/ external.
14. How many times can a student avail Boeing Travel Grant?
- A. Student can avail the grant once.
15. What's the Travel grant amount covered in case of a Research Internship student and when should the student apply? Before/ after the travel?
- A. 50 % of out of pocket expenses up to the maximum limit (fixed by the TG Committee), with reimbursement after completion of travel
16. What all can be covered under this grant? Air tickets, Visa, Stay?
- A. All Event-related expenses which includes Airfare, Visa, Stay, Insurance, Local Transport, Food – all actuals not per diem)
17. Would it be possible for OAA to connect the student with Alumni who can provide some additional funding?

- A. Student must send an email to Dean I&AR Office (oa1@iitm.ac.in). The office will then circulate the appeal to alumni. Direct mailing of funding requests by students to alumni is not advisable as alumni may consider it spamming.
18. What is the procedure after submission of application ?
- A. The Travel Grant Committee will consider the applications
19. Should we meet the Committee for interview in this regard?
- A. Yes the Committee will give slot for meeting and the same will be communicated to the applicant and on getting student confirmation the number of students as advised by the committee will be slotted for a meeting/ interview for Travel grant expenditure purpose.
20. What is the procedure after interview in Travel Grant Committee meeting ?
- A. The applications will be considered by the Travel Grant subcommittee and Dean I & AR will finally consider the recommendation of the Committee and approve.
21. How we will get the intimation ?
- A. Students will be given Sanction letter by I & AR, and students will be intimated by email to collect the same
22. What should I do after collecting sanction letter from I & AR
- A. **After collection of Sanction letter from I & AR, for payments you have to produce the following on your own and contact IC&SR Project Accounts with the following documents:**
1. Original Sanction Letter received from I & AR Office.
 2. Covering letter addressed to the Deputy Registrar, Project Accounts, IC&SR, IITM with the subject containing the details of your travel, Sanctioned Amount from I & AR and request release the grant. **TEMPLATE Format for use.**
 3. Bank Details for NEFT/RTGS for money transfer. Template attached for ready use.
 4. **MANDATORY : You must submit** proof of your travel (like copy of Air Ticket/boarding pass/Participation Certificate) or Invitation letter/copy of confirmed air ticket.
 5. For update on the payment you may pls. contact icsraccounts@iitm.ac.in