**TRAVEL GRANT FAQ**

1. What is the procedure to apply for a Travel Grant?
2. Workflow under student IAR module. Once the status of your workflow ticket reaches ‘’IAR dealing assistant’’, you should submit the hard copy of the bills with boarding passes to the ACR office.

*(Only use TG application in case of issues in accessing workflow*)

1. What are the eligibility criteria for a student to avail Travel grant?
2. Event should be related to his/ her core subject/research work/semester exchange/summer school/workshop/competition/ internship
3. How much of the expense will be covered under the Travel Grant?
4. The TG Committee will decide the partial reimbursement on a case to case basis depending upon the outcomes of their visit.
* % of reimbursement will differ for student groups, PDF, Scientists, INSPIRE Faculty, External candidates and recent pass-out alumni (as fixed by TG Committee)
1. What’s the prescribed period within which the reimbursement form has to be submitted to ACR TG, from the end of travel date?
2. Usually within 3 to 8 weeks after the completion of travel.
3. What’s the primary source of fund for international travel/ is there any student beneficiary required to repay the travel grant after graduation?
4. 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.
5. What do the students do in case they don’t have their boarding pass?
6. 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.
7. How many times are the students eligible to apply for their Travel Grant?
8. As a student, you can apply only once.
9. What is out of pocket expenses?
10. Actual expenses related to event minus the funds received towards the event = Out of pocket expenses.
11. Can Alumni grants be availed before one exhausts Institute funding?
12. You can use 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?
14. No restrictions. Students can avail from any agencies either internal/ external.
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?
16. TG is decided on a case to case basis depending on the outcomes of their visit. The Students should apply only after the travel is completed.
17. What all can be covered under this grant? Air tickets, Visa, Stay?
18. All Event-related expenses which includes Airfare, Visa, Stay, Insurance, Local Transport, Food – (as per actuals not per diem)
19. What is the procedure after submission of application?
20. The Travel Grant Committee will consider the applications and call for a one on one meeting with the committee members.
21. Should we meet the Committee for interview in this regard?
22. 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.
23. What is the procedure after interview in Travel Grant Committee meeting?
24. The applicants will be informed about the funding/rejection status by the TG Team.
25. How we will get the intimation?
26. Students will be intimated by email to submit the bank account information to ICSR directly, Procedure for the same shall be informed in a separate email to the funded applicants.