



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

**A. To be filled by the Scientist)**

1. Name of the applicant :
2. Full Address of Univ. /Institution :
3. HIMCOSTE Commitment letter No. & Date :
4. Title of the Conference/Training course etc. :
5. Venue & Date :
6. Details of Expenditure of Travel :

<b>Date</b>	<b>Departure From</b>	<b>Date</b>	<b>Arrival at</b>	<b>Mode &amp; Class of Travel</b>	<b>Ticket Nos.</b>	<b>Fare Paid (Actual)</b>
1	2	3	4	5	6	7

7. Total expenditure on Travel : Rs. ....

8. Amount received from all other : Source amount Xerox copy or

sources

sanction at enclosure 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 India Ticket
- (ii) A certificate from Air India indicating the air fare by the shortest route
- (iii) Xerox copy of certificate of participation at the conference (obtained from the organizer)
- (iv) Report of tour in the attached format
- (v) 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:.....

Signature of the Applicant

Place:.....

with Name & Designation

Forwarded by Vice Chancellor/Registrar/Competent Authority:

Date:

Signature

Place:

Designation and Address with Seal

**B. 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) From .....to.....& back Rs.

.....

Grand Total Rs. ....

For Consideration for reimbursement of Rs. ....