

# Travel Grant

University of Calcutta encourages the members of its faculty, staff, scholars and students to increase their academic interaction within the country and across the globe. In order to facilitate such activities, particularly to have positive and active academic exposure and establish or improve the professional networking among peers through academic events such as conferences, seminars etc., the University may offer some funds in the form of travel grants.

## **Who can apply?**

- Members of faculty
- Administrative and technical staff
- Research Scholars
- Research students (post graduate)

## **For what purpose Travel Grant may be availed?**

- Delivering key-note addresses/plenary lectures
- Oral presentation of a paper
- Poster presentation of a paper
- Chair a session
- Participate in International Collaboration Exchange Programs
- Symposia/talks/invited lectures
  - in National or International Conferences/Seminars/Workshops/Symposia

## **What may be covered under the grant?**

- Travelling cost (for international travel, air fare, airport tax; for domestic travel, train fare), local travel costs, registration fees, stationeries for preparing presentation materials, daily allowance/accommodation as per University rules.

## **How to apply?**

- Collect the travel grant application kit from one of the following sources: Academic Departments, DPO (or UGC) section at 3<sup>rd</sup> floor Darbhanga building of College Street campus, CU website. The kit contains the required application form.
- Fill up Part A of the application form.
- Enclose the necessary documents and complete the check list given in Part B of the application form.
- Submit both Part A and Part B to DPO (or UGC) section

## **Travel Grant Committee, C.U.**

Please note that due to limitation of funds, a travel grant committee scrutinizes all the applications and decides whether a grant may be given or not on a case-by-case basis. Factors such as fund situation, supporting documents, past record of availing such grants etc. generally may influence the decision. Normally, if fund permits a maximum of Rs. 50,000.00 and Rs. 10,000.00 may be provided for international and domestic travels respectively.

Application Number: \_\_\_\_\_

For Office Use

Part A

(To be completed with Part B)

# Application Form for Travel Grant

(Please use BLOCK LETTERS to fill this form)

NAME: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Designation: \_\_\_\_\_

Department/Centre: \_\_\_\_\_

## Event Details

Name of Conference/Seminar/Workshop/Symposia

Scope/Type: (Please tick)  International  National

Event Venue: \_\_\_\_\_  
Country: \_\_\_\_\_ City: \_\_\_\_\_

Event Date: (dd/mm/yyyy) From    To

## Participation Details

Purpose/Nature of Participation (Please tick)

- Delivering key-note addresses/ plenary lectures
- Oral presentation of a paper
- Poster presentation of a paper
- Chair a session
- Participate in International Collaboration Exchange programmes
- Symposia/ talks/ invited lectures

Title of Presentation/Lecture

## Fund Related Details

Total amount of grant required (INR):

(In words) \_\_\_\_\_

Whether availed such grant in past? (For travelling abroad) (For travelling within India)

- (Please tick)
- Within last 3 years
  - Within last 6 months
  - Between last 3 to 6 years
  - Not within last 6 months
  - Not within last 6 years
  - Never
  - Never

Whether applied/will apply for fund from other sources:  Yes  No

## Necessary Endorsements

Applicant

Supervisor

Head of Department

Date: \_\_\_\_\_

(For Student/Research Scholar)

(with seal)

# Application Form for Travel Grant

## Part B

(To be submitted with Part A)

### Check-list for supporting documents:

1. Invitation letter addressed to the applicant for the event to be participated.
2. Letter from the organizer(s) conveying the acceptance of the paper (oral/poster) for presentation authored by the applicant mentioning the title of the paper.
3. A copy of the abstract (with title) which has been accepted for presentation.
4. A tentative/proposed break-up of the expected expenditure.

(for Office use)

(Please enclose all the supporting documents as per the above list in order to ensure smooth and timely processing)

(for Office use only)

Application Number: \_\_\_\_\_

Received an application with all necessary information as per format (Part A) and the supporting documents as per checklist above from \_\_\_\_\_

\_\_\_\_\_, Department of \_\_\_\_\_, for participating in \_\_\_\_\_ to be held during \_\_\_\_\_ in \_\_\_\_\_

\_\_\_\_\_ .

\_\_\_\_\_  
Receiver's signature with date

# Application Form for Travel Grant (Form for Advance/Reimbursement/Adjustment towards Travel Grant)

(for office use)

Name: \_\_\_\_\_  
(IN BLOCK LETTERS)

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Sanction Letter Reference No: \_\_\_\_\_ Dated: \_\_\_\_\_

Event Attended: \_\_\_\_\_

Venue (City, Country): \_\_\_\_\_ Dated: \_\_\_\_\_

Sanctioned Amount: \_\_\_\_\_

This form is submitted for:  Advance in  Cash  
 Reimbursement  Cheque  
(Please tick only one)  Adjustment (Please tick only one)

For Advance

Employee's Code: \_\_\_\_\_

Amount required in advance: \_\_\_\_\_ (in words: Rupees )

Declaration: I declare to refund/adjust the requested sum of money within stipulated time along with all relevant bills and statements.

- signed \_\_\_\_\_

For Reimbursement

Please enclose the relevant bills/vouchers/receipts/tickets/boarding passes/registration pay slip (all in original) along with copy of the participation certificate and sanction letter.

For Adjustment

Please enclose the relevant bills/vouchers/receipts/tickets/boarding passes/registration pay slip (all in original) along with copy of the participation certificate and sanction letter.

Voucher No. of advance: \_\_\_\_\_ Dated \_\_\_\_\_

Necessary Endorsements

\_\_\_\_\_  
Applicant  
Date:

\_\_\_\_\_  
Head of Department  
(with seal)

\_\_\_\_\_  
Development & Planning Officer  
(with seal)