

Claim Form

Dated _____

To:

Dean Finance & Planning
Indian Institute of Technology, Roorkee
Sub:- Claim for Financial Assistance

Sir,

With reference to the Notification No. _____ Dated _____ regarding approval for financial assistance of Rs. _____ for presenting a paper entitled _____ in the Conference held at _____ during _____

In this connection I have to submit that I have made the following expenditures on the travel/registration fee and other expenses:

1. Travelling by Air/Train/Bus (Copy of relevant travel tickets are attached)	Rs.....
2. Registration Fee (Receipt is attached)	Rs.....
3. Accommodation and other expenses (Receipts attached)	Rs
4. Total Expenditure	Rs
5. Advance If Any	Rs
6. Difference between (4) & (5)	Rs
7. Sanctioned amount	Rs
8. Difference between (5) & (7)	Rs
9. Amount to be claimed (6) or (8) whichever is less	Rs _____

You are requested to kindly reimburse me a sum of Rs. _____ (Rs. _____ only) to partly/fully cover my travel/registration fee and other expenses.

CERTIFICATE

I certify that the expenses claimed here as above have not been claimed from any other source in India or the host institute or any other international agency.

Affix revenue
stamp above
R.5000/-

Sig. _____

Name _____

Class _____

Department _____

Phone No. _____

Forwarding remarks from the concerned Head of the Department

Check List

Please enclose the following without which the payment will not be processed:

Prof. & Head
(seal)

1. Technical Program & Certificate from the conference organizers that the student presented the paper during the conference.
2. In the paper and presentation, the student should acknowledge the financial support provided by IIT Roorkee.
3. If any award/prize/appreciation certificate is received on the paper presentation, a copy of the same should be submitted to DORA Office.
4. Receipts of payment of Registration Fee and other expenses.
5. Train Ticket/Air Ticket (with Boarding Pass)/Bus Ticket
(To be enclosed alongwith prescribed form of T.A. Bill duly signed)
6. A copy of your Bank Passbook.
7. Proforma For Direct Payment.

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