

National (Please

tick below To avail the scheme Details of leave Expenditure (Estimate) Amount of Advance required, If any (Only for international Details of financial support from other sources Present (^) a Poster Deliver (^) a Scientific presentation (^) Others (Please specify) No. of Days Total (^) (Rs.) ture (^) of the Student Approved (^) as per (^) rule HOD IDEan/ Director Finance Officer Indian Institute (^) of Science Education and Research Bhopal Journeq (^) Cum Trqael Aduance Approaal Account Head: under the head of: 1.Contingency (^) 2. Consumables 3. Nonconsumables 4. TA 5. Others SN Content (^) Details 1 Name of the Employee/Students & P F No/Roll No.: 2. Designation & Department 3. Journev Period (^) From: (^) To: 4. Travel Destination 5. Purpose ofjourney 6. Mode of Travel (^) AIR: Rail: Road: Others: 7. Approximate fare (To & Fro) 8. Amount^ of Aduance required: 9. Bank A/c No. 10. Signature of the (^) Traveler Institute A/c (^) R&DFrojectNo.; CPDA Others Forwarded & recommended (^) by Approved (^) as per (^) Rules Dept. Coordinator (^) /PI / HOD (^) DoFA/Registrar/Dy. Director/ Director For (^) Office Use On Is there enough balance in (^) the relevant head (^) YES: No: Is there more (^) than one advance outstanding in this category or more than 3 advances in all? YES: No: Advance Reference (^) no & date Assistant/Accountant (^) Coordinator/ Finance (^) Officer/ Resistrar Advance nt Note 1. Name (^) of the PI 2. Name of the Advance Holder (^) & Desiqrration 3. Aduance Ref. No & Dt 4. Amount Rs. 5. Mode of oavment (^) Cash: Cheque: Bank (^) ECS: 6. Terms & conditions: (^) 1) Only one advance in a category and preferably no more than 2 advances in all are allowed. 2) Check with (^) Dealing Assistant in case of any doubts about the category of an item. 3) Please submit bills to R&D;/F&A; (^) oflice within two months of receipt (^) of advance. qrrfi=q (^) f,ff,rq (^) ftren (^) W or\$iptTT (^) \$i€Trt (^) dwa Indian Institute (^) of science Education and Research Bhopal TRAVELLING ALLOWANCE (^) BILL (^) for FAAC Scheme Name (^) of the (^) Student Mode (^) of travel and class (^) of accommodat ion Total Travel Cost: Sr.No. (^) Particulars (^) Amount (^1) VISA processing (^) Fee (^2) Registration (^) Charges J^ a (^) Accommodation (^) Charges (^4) | Others Grant total travel cost: Less Advance. (^) if anv: Net Clairn (^) : Payable/Refundable (^) (+/-) (^)! Forwarded (^) & Recommended (^) bv PVCoordinator/flOD Finance (^) Officer (^) / INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANEEBILLS