

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

FORM FOR SETTLEMENT OF EXPENSES

(To be submitted in Accounts Section within ONE MONTH of Conference Travel.)

To,
Dy. Registrar (F& A)

Name of the Student :		Roll No:			
Name of the Conference/Symposium with dates:					
[1] Expenditure Details :		Amount (in Foreign currency)	Amount (INR)	For Accounts Calculation	Check List
Sr. No.	Travel/Registration etc. (1)				
1	Air Fare (Attached Invoice/ Bill with payment proof and original Boarding Pass)				
2	Registration Fees (original receipts with payment proof)				
3	Travel Insurance				
4	Visa Fees (original receipts)				
5	Poster Printing				
6	Local Transport (In Mumbai)				
<u>Total (1)</u>					

DA : Select Either Part I or Part II

Part (I) : If applying for Part I Please attach undertaking duly signed by Guide and HOD for settlement without bills.

☐ My bills may be settled as per Part (I) and I do not have any bills to submit.

Country	(a) Maximum permissible DA WITHOUT Hotel bills (amount in US \$)	Amount (INR)	For Accounts Calculation	Check List
Group A	75 x _____			
Group B	60 x _____			
Group C	45 x _____			
<u>Total DA</u>				

OR

Part (II) : (Please refer Group wise Admissible DA with Bills for Group A- \$ 120, Group B- \$ 105 and Group C- \$ 90 as mentioned overleaf.)

☐ I have submitted all bills and the Total amount is Rs. _____

1.	Hotel Rent (2) (Original receipts with payment proof/ online payment proof)	Amount (in Foreign currency)	Amount (INR)	For Accounts Calculation	Check List
	Check In Date :				
	Check Out Date:				
<u>Total (2)</u>					

2.	Food Bills (3) (Original receipts with payment proof/ online payment proof)	Amount (in Foreign currency)	Amount (INR)	For Accounts Calculation	Check List
1					
2					
3					
4					
5					
6					
Total (3)					
3.	Travel (Abroad) (4) (Original receipts with payment proof/ online payment proof)	Amount (in Foreign currency)	Amount (INR)	For Accounts Calculation	Check List
1					
2					
3					
4					
5					
6					
Total (4)					
TOTAL DA : (2+3+4)					
Grand Total (1+2+3+4)					

Total Amount for Reimbursement or Settlement : Rs. -----
(1+2+3+4)

Less: Advance Taken : Rs. -----

Net Amount for Reimbursement or Settlement : Rs. -----

No. of Enclosures : -----

Note for Students:

* All the students will have to bear a fixed co-pay amount of 10% of actual airfare from their own funds. Thus 10% of Airfare will be subtracted from total amount of Air Fare before above limits are applied to the balance bill. Students may travel by any Airline/Airlines of their choice suitable to their itinerary.

* Please attach proof of exchange rate as on the first day of conference.

* Attach original hotel bills, registration receipt, airfare receipt, along with the boarding passes and food/ local travel (abroad) bills/ receipts for settlement of the advance. If the bills/ receipts are printed on thermal paper, photocopy of the bills/ receipts should also be attached along with the originals.

* Please attach proof of payment (Bank or credit/ Debit card statement)

* Student is eligible for Actual DA or Admissible DA, whichever is less.

* Students are requested to submit Settlement bills in order of Expenditure details mentioned above.

* Sanction list copy to be attached.

Student Signature with date

E-mail ID: _____

Mobile No.: _____

Certified that the student attended the conference for which settlement/reimbursement is claimed

(Prof. _____)
Guide Name and Signature

(Prof. _____)
HOD Signature

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Worksheet

GROUP A (Advance Amt 1,50,000 / 75,000)		With Hotel, Food and Local Travel in Abroad Bills	Without Hotel Bills
A	Maximum DA	\$120	\$75
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 02/02/2014 to 04/02/2014 Therefore, Total no. of days : 5 (Counting from 01/02/2014 to 05/02/2014		
GROUP B (Advance Amt 1,40,000 / 70,000)		With Hotel, Food and Local Travel in Abroad Bills	Without Hotel Bills
A	Maximum DA	\$105	\$60
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 2/02/2014 to 04/02/2014 Therefore, Total no. of days : 5 (Counting from 1/02/2014 to 05/02/2014		
GROUP C (Advance Amt 1,00,000 / 50,000)		With Hotel, Food and Local Travel in Abroad Bills	Without Hotel Bills
A	Maximum DA	\$90	\$45
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 2/02/2014 to 04/02/2014 Therefore, Total no. of days : 5 (Counting from 1/02/2014 to 05/02/2014		

Schemes G1 and G2 for Support:

Scheme G1. This is applicable for all Research Scholars except those listed under the Scheme G2 below, as also to most project staff as explained in Norm N1 above. The Support granted would be as follows:

For conferences/workshops/symposia organized within

- (a) Group A : North America, Australia, South America, New Zealand: Rs.150,000/-
- (b) Group B : Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia, Africa: Rs. 140,000/-
- (c) Group C : Neighbouring Countries, Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Gulf Countries, Singapore, Malaysia, Thailand, Maldives: Rs. 100,000/-

Scheme G2. This is applicable only to Research Scholars belonging to the Sponsored (SW) and College Teacher (CT) Categories, not normally resident on campus. It is also applicable to project staff, only when they cannot be granted support according to Scheme G1 for one or more reason(s).

For conferences/workshops/symposia organized within

- (a) Group A : North America, Australia, South America, New Zealand: Rs. 75,000/-
- (b) Group B : Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia, Africa: Rs. 70,000/-
- (c) Group C : Neighbouring Countries, Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Gulf Countries, Singapore, Malaysia, Thailand, Maldives: Rs. 50,000/-

The above amounts are inclusive of the following:

- i) Travel, ii) Registration fees, iii) DA (including local travel, food bills and local stay as given below)

Student Signature: -----