



**Reimbursement Claim after attending Conference / Seminar / Workshop / Paper presentation/
Competition / Paper Publication**
(To be applied minimum 7 days prior to the event)

Name: _____ Admission No: _____ Course / Branch: _____
Semester: _____ Year: _____ Contact No: _____

I, had taken prior permission to attend a Conference / Seminar / Workshop / Competition (Title / Name)

held at (Venue) _____ from _____ to _____
(Approved application form S-28 attached)

Particulars of Expenses								Actual Amount	Amount Claimed	Amount Passed
Registration/Publication/Membership Fee TA & DA										
Departure			Arrival			Mode of Travel	Receipt No./ Ticket No.			
Station	Date	Time	Station	Date	Time					
Place(s) of Stay (Boarding & Lodging)				No. of Days		Rate per Day				
Local Conveyance										
Misc. Expenses										
						Grand Total				

Name of Bank: _____ Branch: _____
Account No: _____

Signature of the student
Date: _____

Remarks by HOD:-

The student has:-

- (i) Given the Presentation of Paper (if applicable) in the department, on _____
- (ii) Given a Photocopy of his/her publication for the departmental library.

Signature of HOD
Date: _____

Remarks from Main Library:

The student has given a Photocopy of his/her publication or CD for the library.

Signature of Library In-charge
Date: _____

Signature of Verifying Authority (Head HR & Comm.):

Signature of Head HR
Date: _____

Approval by the Director:

Signature of Director
Date: - _____

Space for Accounts Section:-

Form No: S-29: Instructions

Actions before submitting the Form S-29:

1. Make Two sets photocopy of the full paper presented & published from the proceeding / Journal itself highlighting the page number along with Cover Page and Index of the proceeding / Journal and submit one each in the departmental library and main library; obtain signature on Form S-29.
2. A brief presentation about the contents of the paper has to be made to the department faculty & students before or after the seminar / Conference / Workshop and same has to be get notified on the application form from HOD.

Documents to be submitted with Form S-29:

1. Form S-28 duly approved.
2. Original Receipt of the registration fee, if applicable.
3. Original Tickets (Maximum 50% T.A. is applicable within India but outside NCR as per entitlement of Travel class if approved).
4. Receipts of expenses on boarding & lodging and meals (Maximum 50% D.A. is applicable within India but outside NCR as per entitlement of boarding & lodging if approved).
5. Photocopy of the Certificate giving a proof of attending the Seminar / Paper Presentation etc.

Handling of Application Form:

