



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला

National Institute of Technology, Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/

APPLICATION FOR APPROVAL AND FINANCIAL SUPPORT TO TRAVEL ABROAD

No: NITR/_____

Date : _____

Name: Mr./Ms. _____

Roll No.: _____

Academic Programme : _____ Department: _____

1. Reason for travel : To attend Conference/Symposium/Workshop/ Short-term Course /Training Programme

2. Details of the programme,

a) Name of the Programme : _____

b) Name of the Organizing Body : _____

c) Place : _____

d) Country : _____

3. If Presenting a paper,

a) Nature of presentation: ORAL POSTER (Put a tick)

b) Title of the Paper : _____

c) Name of the Author: _____

d) Name of Co-author(s), if any: _____

4. Intend to visit any other Organization en-route : Yes / No

(Note- Additional fund to be met from Sponsored Project / External agency)

5. a) Duration of the main program - From _____ To _____

b) Duration of visiting other organization From _____ To _____

c) Duration of absence including travel: From _____ To _____

6. Travel for visa required – Yes/No . If Yes, Place : _____

7. Overseas programs attended during past 3 financial years including the current financial year :

[If yes, please give details in the following table]

Month /Year	Name of the Programme	Place/ Country	Expenditures met (Rs.)				
			Institute	Projects	Others	Self	Total

8. Supporting Documents enclosed (please tick as applicable) :

Programme Brochure Letter of acceptance Abstract of paper Any other document

P.T.O.

9. **Estimated Expenditure in INR** : (please make appropriate conversion wherever required)

Particulars of Expenditure	Visa Related	Main Programme
Processing / Registration Fee		
2- way fare within India		
Daily Allowance and/or Per Diem (abroad)		
2-way international air fare		
Any other expenses		
Total Estimated Expenditure in INR		

10. **Source(s) of Funds :**

Sl.No.	Sources of funding	Amount requested (Rs.)
1	Sponsored Project of the Supervisor	
2	DST	
3	CSIR	
4	Institute Fund	
5	Any other (Please specify)	
Total (Rs.)		

11. **Advance requested** : Yes/No (If Yes, amount Rs. _____)

12. **Declaration:** I declare that the conference/workshop I am going to attend has a bearing on the project I am carrying out at NIT Rourkela and I shall deliver a seminar talk on the proceeding of the conference in my department to an open audience on my return. The fund received will be utilised to meet the expenditure to be incurred during the conference and I shall produce bills of expenditure in original for settlement of advance within one month of my return.

Signature of the student

Date: _____

13. **Recommendation of the supervisor:** _____

Signature of the Supervisor

14. **Recommendation of the HOD:** _____

Signature of the HOD

15. **Recommendation of Dean (Academic)**

- a) Travel may be approved.
- b) An amount of Rs. _____ may be sanctioned from Institute fund.
- c) Maximum of 90% of sanctioned amount may be approved for advance.

Dean (Academic)

16. **Approved / Not approved**

Director