

# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## Office of International Relations

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### **GUIDELINES FOR FINANCIAL SUPPORT FOR JDP STUDENTS FOR TRAVEL TO PARTNER INSTITUTION**

1. Air ticket for travel should be booked only from these agencies: 1) Ashoka Travels, 2) IRCTC, and 3) Balmer Lawrie as mandated in the following office order: [https://web.iitk.ac.in/july14iitkn/data/directorateoff\\_orders/Office-Order-No-14-24-02-22.pdf](https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/Office-Order-No-14-24-02-22.pdf)
2. Travel support from IITK will be provided in the form of reimbursement after travel. Advance support towards travel will not be provided.
3. IIT Kanpur will provide a one-time travel support up to INR 1.5 lakhs. This travel support can cover return economy airfare, visa processing fee and airport transfers up to a maximum of Rs. 1.5 lakhs. IIT Kanpur will provide travel support for students enrolled in only those programs where travel support is not provided/partially provided. Please contact the Office of International Relations (OIR) for further details.
4. Before booking the tickets, students will have to submit the completed Travel Approval Form (Form No. DOIR-101) with relevant approvals to the OIR. After their return from the Partner Institution, students will be required to complete the Travel Application Form (Form No. DOIR-102) as well as the TA form and submit the same to the OIR.  
The TA bill can be accessed at the following link: <https://www.iitk.ac.in/net/data/TA-Submission-Form.pdf>
5. The Travel Approval Form should be submitted to the OIR at least two weeks in advance of the date of travel. Post-facto approvals for travel may not be permitted.
6. Students should submit the reimbursement claim to the OIR no later than 15 days after completion of the travel.
7. Travel reimbursement will only be processed on the submission of the relevant documents in original.
8. Students can claim reimbursement only for travel to and from the Partner Institution undertaken after June 7, 2023.

## Approval Form for Travel Support for Joint Degree Program Students for Travelling to Partner Institution

Form No: DOIR-101

1. Name of Student \_\_\_\_\_
2. Roll No. \_\_\_\_\_
3. Programme \_\_\_\_\_
4. Department \_\_\_\_\_
5. No. of Semesters Completed \_\_\_\_\_
6. CPI \_\_\_\_\_
7. Date of Passing Comprehensive Exam \_\_\_\_\_
8. Name of the Partner University \_\_\_\_\_
9. Name of Supervisor at IITK \_\_\_\_\_
10. Name of Co-Supervisor at Partner University \_\_\_\_\_
11. Expected Date of Travel to Partner University \_\_\_\_\_
12. Estimated Travel Cost \_\_\_\_\_
13. Financial Support from Other Sources \_\_\_\_\_
14. Support requested from IIT Kanpur \_\_\_\_\_

(Note: The total support from IIT Kanpur and other sources cannot exceed INR 1.5 lakhs)

Please attach the following when submitting the form:

- a. Leave Approval from DPGC
- b. Schedule A Form
- c. Latest transcript
- d. Breakup of estimated cost with supporting documents if available

Date: \_\_\_\_\_

(Signature of Student)

Recommendation of Thesis Supervisor: \_\_\_\_\_

(Signature of Thesis Supervisor)

Convener, DPGC \_\_\_\_\_

Head of the Department

Approved

**Dean of International Relations**

(This is only a tentative approval of travel support. Actual financial support will be against production of original bills/boarding pass).