

**APPLICATION FOR TRAVEL SUPPORT & ADVANCE FOR NATIONAL/INTERNATIONAL CONFERENCES (FARE FELLOWS)**

FARE ID: .....

1. Name, Designation, and Department: .....

2. Date of Joining: Date: ..... Month..... Year.....

3. Nature of proposed travel (please enclose original brochure)

Name of the event: .....

.....

Venue: .....Country .....

Period: (No. of Days) ..... From: .....To: .....

5. Nature of participation:

- ☐ Presenting paper (invited/contributed) No. of Paper(s) .....  
☐ Chairman of the session ☐ Keynote Speaker ☐ General Reporter  
☐ Participating as a Lecturer ☐ Participating as a resource person ☐ Participating as a Visitor  
☐ Others (please specify) .....

6. Title and Author(s) of the paper(s) to be presented: .....

(Enclose a copy of the acceptance letter) : .....

7. Is the paper essentially based on the work done at IITK? .....

8. The extent of outside support available

For travel : ..... Source(s) .....

Others : ..... Source(s) .....

9. Total amount of support required from

(i) FARE.....

(ii) \*Project No..... (iii) Other Sources from the Institute.....

\* DORD approval required

I understand that the reimbursement under FARE Fellowship will be as per the available balance in the FARE Fellowship contingency grant or as per the undertaking(s).

Signature of FARE Fellow

Signature of Supervisor

Signature of HOD

\* Signature of DORD

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**(FOR DOAA OFFICE)**

The claim has been checked. An amount of Rs. .... (in words) .....

..... may  
be sanctioned and advance as per point no 6 of the undertaking submitted by the student may be released.

Verified by	Recommended by	Approved
Dealing Assistant/Suptd.	AR/DR/JR	Dean
PG Section	Academic Affairs	Academic Affairs
FORWARDED TO AR (F&A) / DR (F&A) FOR FURTHER NECESSARY ACTION.		
<b>NOTE:</b> (i) The contingency will be granted on a pro-rata basis (i.e. on completion of month) for the duration of the FARE of the Fellow. (ii) Air tickets for travel should be booked only from the following agencies: a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels as mandated in the following office order: <a href="https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/OfficeOrderNo-14-24-02-22.pdf">https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/OfficeOrderNo-14-24-02-22.pdf</a>		

**UNDERTAKING  
(TO BE FILLED BY FARE FELLOW)  
(FOR ATTENDING NATIONAL/INTERNATIONAL CONFERENCES)**

I undertake that,

1. I.....(Name).....

Roll No.....Programme.....Department.....

have submitted the paper entitled.....

.....

.....

for presentation in (Name of the event) .....

.....

which is going to be held between .....and.....

at.....

2. I am an author/ one of the authors of the abovementioned paper/work, and the work has been carried out at IIT Kanpur.

3. I have not received /applied for any financial support to present the above-said paper/ work or any of its equivalent versions at IIT Kanpur.

4. None of the authors other than me has taken or will take the financial support for this paper or any of its equivalent versions from IIT Kanpur.

5. I am aware of the ticket booking rules as mentioned in the office order: DIR/IITK/2022/OO-14 dated February 24, 2022. Tickets should be purchased only through the following travel agencies: a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

**6. Please tick one of the below mentioned point (\* Mandatory)**

**(i) The contingency grant is calculated on a pro-rata basis and I have accumulated the claim amount. Hence, I request for grant of advance of the accumulated amount now.**

**or**

**(ii) The contingency grant is calculated on a pro-rata basis and I have not accumulated the claim amount. Hence, I request an advance of 50% of the sanctioned amount or the accumulated amount, whichever is higher. The excess amount will be adjusted with my tenure. If I wish to withdraw from the FARE Fellowship, the excess amount will be recovered from me.**

**or**

**(iii) No advance required.**

Signature of the FARE Fellow.....

FARE ID: .....

Date:

Place:

**NOTE:** For Point No. 6(ii) - The advance 50% of the sanctioned amount would be ascertained after examining the outstanding contingency amount and 50% of the applicable contingency amount for remaining tenure of the FARE Fellow.

**Declaration – Cum- Undertaking (Mandatory)**

**(To be filled by Supervisor)**

I hereby declare that Mr. / Ms. ....FARE ID .....  
Roll No. .... Department ..... have submitted the paper  
entitled .....  
.....  
.....  
for presentation in (Name of the event) .....  
.....  
which is going to be held between .....and.....  
at.....has  
applied for Travel Grant by submitting the 'APPLICATION FOR TRAVEL SUPPORT & ADVANCE FOR  
NATIONAL/INTERNATIONAL CONFERENCES (Office of Academic Affairs)' for FARE Fellows and if granted advance  
under Point no 06 of the Undertaking submitted by the FARE Fellow, withdraws the FARE fellowship without intimating  
or clearance of no-dues, the excess payment or dues aroused for this travel **would be borne and settled by  
Supervisor.**

Signature of Supervisor: .....

P.F.No. ....

Department: .....