

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
Office of the Faculty Affairs

APPLICATION FOR TRAVEL SUPPORT

PF NO.

| | | | |
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| | | | |
|--|--|--|--|

1. Name, Designation and Department:

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2. Date of joining the Institute:

| | | |
|------|-------|------|
| | | |
| Date | Month | Year |

3. Period of previous travel abroad:

From

| | | |
|------|-------|------|
| | | |
| Date | Month | Year |

 To:

| | | |
|------|-------|------|
| | | |
| Date | Month | Year |

4. Source(s) and Extent of support for previous travel:

| Support Head | Source(s) | Extent of Support Full/Half/Amount |
|------------------|-----------|---------------------------------------|
| Travel | | |
| Registration Fee | | |
| Tuition Fee | | |
| Local stay | | |
| Others | | |

5. Nature of proposed travel (please enclose original brochure, if any, indicating fee etc.)

(a) Name of Conference, Seminar, :

symposium, short school etc.

(b) Venue:

(c) Period (Number of days) = : From: To:

(d) Nature of participation:

- Presenting invited paper (no. of papers =)
- Presenting contributed paper (no. of papers =)
- Chairman of the session
- Keynote speaker
- General Rapporteur
- Participating as a Lecturer
- Participating a resource person
- Participating as a visitor
- Other (please specify)

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

(enclose copy of acceptance letter)

7. Is the paper essentially based on the work done at IIT Kanpur ? :

8. Extent of present support required:

(enclose relevant documents wherever applicable)

| | | <u>Computation of currency exchange</u> |
|-------------------|-----------------|---|
| Travel: | Rs. | |
| Registration fee: | Rs. | |
| Tuition fee: | Rs. | |
| Local Stay: | Rs. | |
| Others: | Rs. | |
| Total | Rs. | |

9. Extent of outside support available Source(s)
 For Travel: Rs.
 Others: Rs.
 (hospitalities etc.)

10. Importance of participation to the Department and the Institute:

Date:

Signature:

RECOMMENDATIONS OF THE HEAD OF DEPARTMENT

I recommend full/partial support, as the guidelines for travel support are fulfilled, and his/her participation will be in the interest of the Department and the Institute.

I do not recommend for the following reasons (please specify):

.....

Date:

SIGNATURE OF HEAD OF DEPARTMENT