

**Application Form for Grant of Travel Support and Advance for Presenting the Research Paper in National Conference (Excluding PhD and PMRF Scholars/Students)**

1. Name of the student \_\_\_\_\_ 2. Roll no. \_\_\_\_\_
  3. Programme \_\_\_\_\_ 4. Department \_\_\_\_\_
  5. No. of semesters completed \_\_\_\_\_ 6. CPI \_\_\_\_\_ (Attach a copy of the last semester's grade sheet)
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7. Details of the conference for which the Institute support is requested.
    - (a) Title of the paper to be presented (Attach a copy of letter of acceptance) \_\_\_\_\_
    - (b) Name of the conference \_\_\_\_\_
    - (c) Date(s) of Conference from \_\_\_\_\_ to \_\_\_\_\_
    - (d) Venue \_\_\_\_\_
    - (e) Name of Organizing agency (give full details) \_\_\_\_\_
  8. Details of the Financial Support requested from DOAA Office:
    - a. Return Air Fare (Economy Class) \_\_\_\_\_
    - b. Registration Fee \_\_\_\_\_
    - c. Others \_\_\_\_\_  
(e.g., lodging, local transport, Visa Fee (as per actuals, on submission of original bills of expense)
  10. \*Details of Financial Support secured from other Office(s) (i.e. DORD/DORA/Dept./Any other Institution):
    - a. Name of Source(s): \_\_\_\_\_
    - b. Aided Amount: \_\_\_\_\_
    - c. For purpose of travelling/dwelling/Misc. expenditure: \_\_\_\_\_
  11. Total amount of Financial Support requested from DOAA Office \_\_\_\_\_
  12. Whether advance required from DOAA Office (max. 50% of total sanctioned amount), Yes / No \_\_\_\_\_

(Signature of the Student)

Specific recommendation of Thesis Supervisor/Project Mentor:

(Signature and Name of the Thesis Supervisor/Project Mentor)

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Recommended for attending the conference:

(Convener, DP(U)GC)

(Head of the Department)

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\*DORD/DORA/Dept./Any Other Institution (Approval required): .....

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The Claim has been checked. An amount of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_  
\_\_\_\_\_ may kindly be sanctioned.

Verified by

Recommended by

Approved

**Official In-Charge**  
PG Section

**AR/DR/JR**  
Academic Affairs

**Dean**  
Academic Affairs

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**To: - AR (F&A)**

Copy of this approval is being sent to the Finance and Accounts Section for making the payment of 50% of the sanctioned amount as an advance.

**(AR/DR/JR, AA)**

Note: Air ticket 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:

[https://web.iitk.ac.in/july14iitkn/data/directorateoff\\_orders/OfficeOrder-No-14-24-02-22.pdf](https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/OfficeOrder-No-14-24-02-22.pdf)

**UNDERTAKING**  
**(FOR ATTENDING NATIONAL CONFERENCES)**

I undertake that,

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

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

have submitted the paper/poster entitled.....

.....

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for presentation in (Name of the Conference/seminar).....

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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.**

Signature of the Student.....

Date:

Place: