

# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

## Form for Settlement of Expenses

(To be submitted in Accounts Section within ONE MONTHS of Conference Travel.)

To,  
Dy. Registrar (F & A)

Name of the Student:		Roll No:			
Name of the Conference/symposium with dates:					
Arrange the documents for settlement of financial assistance in the following order.					
1.	Covering letter addressed to Dean AP, giving the details of conference, additional funding (if any) duly endorsed by Guide and Head of the Department. If the commencement of the travel is not 2 days prior and post the conference date then approval of Dean AP to be sought.				
2.	Sanction letter for financial assistance giving the details of conference and the sanctioned amount.				
3.	Conference invitation letter and participation letter				
[1] Expenditure Details: Travel/Registration etc. And Documents to be attached		Amount (in Foreign currency)	Amount (INR)	For Accounts Calculation	Check List
4	<b>Air Fare</b> invoice/ bill, payment proof (bank statement.) and original Boarding Passes. (90% of Airfare will be reimbursed)				
5	<b>Registration Fees</b> - original receipts and payment proof (bank statement.)				
6	<b>Travel Insurance</b> - original receipts and payment proof (bank statement.)				
7	<b>Visa Fees</b> - Original receipts and payment proof				
8	<b>Poster Printing</b> – Cash memo				
9	<b>Local Transport</b> (In Mumbai)				
<b>Total (A)</b>					

10	<b>Accommodation</b> : Invoice/ bill, payment proof (bank statement.)		
	Check in and Check out dates	Amount (in foreign currency)	Amount (INR)
	Check in date _____ Check out date: _____		
	Check in date _____ Check out date: _____		
	Check in date _____ Check out date: _____		
<b>Total (B)</b>			

Country	(a) Maximum permissible DA (amount in US \$) Do not attach food bills & Travel bills.	Amount (INR)	For Accounts Calculation
Group A	\$ 90 (per day) x _____ (no. of days)		
Group B	\$ 70 (per day) x _____ (no. of days)		
Group C	\$ 55 (per day) x _____ (no. of days)		
<b>Total (C)</b>			

Total Amount for Reimbursement or Settlement (A+B+C) : Rs. -----

Less: Advance Taken : Rs. -----

Net Amount for Reimbursement or Settlement : Rs. -----

No. of Enclosures : -----

**Note for Students:**

- \* All the students will have to bear a fixed co-pay amount of 10% of actual airfare from their own funds. Thus 10% of Airfare will be subtracted from total amount of Air Fare before above limits are applied to the balance bill. Students may travel by any Airline/Airlines of their choice suitable to their itinerary.
- \* Attach original hotel bills, registration receipt, airfare receipt, along with the boarding passes for settlement of the advance. If the bills/ receipts are printed on thermal paper, photocopy of the bills/ receipts should also be attached along with the originals.
- \* Please attach proof of payment (Bank or credit/ Debit card statement)
- \* Students are requested to submit Settlement bills (except for food and travel) in order of Expenditure details mentioned above.
- \* Sanction list copy to be attached.

I hereby declare that

- ☐ I did not get funding for this Conference from any other sources.
- ☐ I got an additional funding of Rs. \_\_\_\_\_ for this Conference from \_\_\_\_\_.
- ☐ I will not claim reimbursement for food and travel from any other sources.

\_\_\_\_\_  
Student Signature with date

E-mail ID: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Certified that the student attended the conference for which settlement/reimbursement is claimed

(Prof. \_\_\_\_\_)  
Guide Name and Signature

(Prof. \_\_\_\_\_)  
HOD Signature

# **INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

## **Worksheet**

<b>GROUP A (Advance Amt 2,20,000 / 1,10,000)</b>		<b>With Hotel Bills</b>	<b>Without Hotel Bills</b>
A	Maximum DA	\$145	\$90
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 02/02/2023 to 04/02/2023 Therefore, Total no. of days: 5 (Counting from 01/02/2023 to 05/02/2023)		
<b>GROUP B (Advance Amt 1,70,000 / 85,000)</b>		<b>With Hotel Bills</b>	<b>Without Hotel Bills</b>
A	Maximum DA	\$125	\$70
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 2/02/2023 to 04/02/2023 Therefore, Total no. of days: 5 (Counting from 1/02/2023 to 05/02/2023)		
<b>GROUP C (Advance Amt 1,20,000 / 60,000)</b>		<b>With Hotel Bills</b>	<b>Without Hotel Bills</b>
A	Maximum DA	\$105	\$55
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 2/02/2023 to 04/02/2023 Therefore, Total no. of days: 5 (Counting from 1/02/2023 to 05/02/2023)		

### Schemes G1 and G2 for Support:

Scheme G1. This is applicable for all Research Scholars except those listed under the Scheme G2 below, as also to most project staff as explained in Norm N1 above. The Support granted would be as follows:

For conferences/workshops/symposia organized within

(a) Group A: North America, Australia, South America, New Zealand: Rs. 2,20,000/-

(b) Group B: Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia, Africa: Rs. 1,70,000/-

(c) Group C: Neighbouring Countries, Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Gulf Countries, Singapore, Malaysia, Thailand, Maldives: Rs. 1,20,000/-

Scheme G2. This is applicable only to Research Scholars belonging to the Sponsored (SW) and College Teacher (CT) Categories, not normally resident on campus. It is also applicable to project staff, only when they cannot be granted support according to Scheme G1 for one or more reason(s).

For conferences/workshops/symposia organized within

(a) Group A: North America, Australia, South America, New Zealand: Rs. 1,10,000/-

(b) Group B: Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia, Africa: Rs. 85,000/-

(c) Group C: Neighbouring Countries, Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Gulf Countries, Singapore, Malaysia, Thailand, Maldives: Rs. 60,000/-

The above amounts are inclusive of the following:

i) Travel, ii) Registration fees, iii) DA (including local travel, food bills and local stay as given below)

Student Signature: -----