IIT**(**ISM**)**, Dhanbad
Phd Scholars' Travel Grant Application Form

I. Personal Details

Name	Degree / Year	Date of Birth	Roll No.

Department :	Date of Joining in IIT(ISM):		Likely date of completion:

Hostel:	*Must register at least one semester after his return*

Permanent Address	Mobile Phone:	Personal Email:

II. Event Details

Name	
Venue	

Event Start Date:		Event End Date:	
Travel Start Date:		Travel End Date:	

Conference Presentation			Internship	Training	Others
Oral	Poster	Invited Talk			

For Internship/ Training/Others, please specify details participation	

III. Foreign travel particulars
(Enter details of foreign travel made in the last 3 years)

Year	Country visited	Name of the Event	Funding Agency

IV. Support Status
(Indicate support available from IIT(ISM) and other sources) (use separate sheet, if space is inadequate)

Type of Support	Funding Agency	Amount Sanctioned
Travel		
Local Hospitality		
Registration		
Others specify:		

V. Expenses – (estimated and actual)		
	Estimated	Actual
Registration Fee		
Air Fare		
Visa Fee		
Stay Expenses		
Food		
Local Transport Expenses		
Insurance (Travel/Medical)		
Others (specify)		
Total		

Note: Actual expense details (**with copies of receipts/bills/tickets and Boarding pass**) must be provided upon return from travel. This is required for completion of processing the application.

VI. Passport details

Passport No.:   Validity:

VII. Any other remarks you may wish to make

VIII. CERTIFICATE

I certify that (a) the details given above are correct (b) if the information supplied is found to be incorrect on later date I shall reimburse the entire money to IIT (ISM), (c) the money received will be used for the purpose for which it is sanctioned, (d)in case full airfare is received from the organizers or any other agency I shall pay back the amount granted under the Travel Grant Program, and (e) I shall abide by the decisions of the IIT(ISM).

Place

Date   (Signature of the applicant)

IX. Recommendation by the Guide

a. The pre-requistite requirement of one published /accepted research paper in SCI/SCIE/SSCI/AHCI/ABDC/MCI/SCOPUS indexed Journals forms a substantive part of thesis.

b. The paper accepted for the international conference is relevant and forms a part of the Ph.D work.

Name and Signature
X. Recommendation by the Head of the Department   Signature of HoD

XI. Documents to accompany

1. One copy of the completed application form

2. Evidence in support of acceptance of paper for presentation/Training/Internship - on the letter head of organizers/Institute

3. Evidence to show that the applicant is receiving partial travel support from Institution/other sources (other than personal sources)

4. A certificate from two Travel Agencies indicating cost of return airfare by economy class/excursion fare by shortest route.

5. The application complete in all respects with enclosures should normally be submitted within 8 to 12 weeks after returning from the Conference or other Event duly forwarded through the guide and HoD.

6. He/she must register at least one semester after return.

7. Actual expenses, after returning from travel with copies of bills to be submitted.