

KURUKSHETRA UNIVERSITY, KURUKSHETRA

(Established by State Legislature Act XII of 1956)

("A+" Grade, NAAC Accredited)

APPLICATION FORM FOR THE TRAVEL GRANT TO ATTEND ACADEMIC CONFERENCES/ SEMINARS/ SYMPOSIA /WORKSHOPS / TRAINING PROGRAMMES WITHIN INDIA.

1. *Name* & Designation of the teacher (Mobile No.) : _____
2. Name of the Department/Institute : _____
3. Date of joining the service in the University : _____ **Budgeted/SFS**
4. Purpose for claiming travel grant : _____
5. Place and date(s) of visit : _____
6. Financial Year : _____
7. Date(s) of conf./sem./sym./work. to be organized : _____
8. Dates of departure and arrival on head quarter : _____
9. Attach the Copy of Invitation to attend the Conf./ Sem./Sym./Training Program received, If any : _____
10. Attach the acceptance letter of Research Paper : _____
11. **a) Level of the Conf./Sem./Workshop/Sym.** : International/National/State Level
b) Name of the Conf./Sem/Sym./Workshop : _____
c) Name of the title of the Paper to be presented : _____
12. Whether leave of kind due sanctioned : Yes/No
13. Details of expenditure involved by way of TA/DA & Regn. fee., if any. TA= _____ DA = _____
Regn. Fee.= _____ Total = _____
14. Whether Host Instt. will pay TA/DA : Yes/No
15. Whether hospitality shall be provided by the Host Institution. : Yes/No
16. Whether the applicant is working on Major/Minor Research Project. : Yes/No
17. Whether the applicant has own house or residential house of father/mother/husband/wife Children at the Station visited. : Yes/No
18. Whether the applicant has utilized the grant for attending the last Conf./Sem. in the current year and the place visited : Yes/No

Recommendations
of the Chairperson/Director of the Deptt./Instt.
(with Seal)

Signature of Applicant (with date)

Finance Officer

