

## Applying for Financial Assistance to attend conferences in India

To apply for financial assistance through department, the procedure can be started after the acceptance of paper in a conference and paying the required conference registration fees. The form is available at:

<http://local.iitg.ernet.in/acc/forms>, under the heading: 8A-Form APPLICATION FOR PERMISSION AND FINANCIAL ASSISTANCE FOR ATTENDING CONFERENCE FROM DEPARTMENTAL HEAD

- a- Entry 1-4 are trivial
- b- In 5a, you have to attach a copy of receipt of registration fees
- c- 5b, give an estimate of fares, for a direct train from IRCTC. In case of flight (get the estimate from any online flight booking site), In any case, only the train fare will be reimbursed.
- d- 5c- Table below show the permissible daily and travelling allowance for students:

Travelling Allowance for Students

<u>Sl.No.</u>	<u>Expenses</u>	<u>Category</u>
		<u>Research Scholars</u>
1	Registration Fee	As per actual
2	Travel	AC II tier class by Train
3	Accommodation	Up to Rs.1500.00 per day
4	Food Bills	Not exceeding Rs.200.00 per day
5	Local conveyance	Up to Rs.150.00 per day
6	Poster Printing	As per actual

Multiply it by the no. of days of your stay: (1 Day before conf. + no. of conf days +1 day after conf.).

**Note:** the receipt is required for the settlement of your expenses on travel, food and stay, so don't forget to collect all the receipt.

- e- Entry 6 can be left blank for now, and confirm this from EEE office while submitting, whether you have to fill it or left it blank
- f- Advance money, just sum up the money from entry (5a-5c), give your canara bank account no.

**Note:** The finance and account section usually issue the advance money (=Registration fees+ Travel expenses) to your account as soon as the formalities are done. Just make sure you check your mini-statement through ATM and don't just rely on the SMS service. In addition, it would be a good idea to check your bank account 2 days before leaving for conference.

- 1- After completely filling up, get it signed from your supervisor.
- 2- Before submitting it to EEE office, keep a Xerox copy of the form with you.
- 3- Submit the complete form along with the required documents to the EEE office, for it to be forwarded by HOD.
- 4- The form will go to the account section
- 5- The department leave form has also to be submitted along with the 13A form. Further please enclose copy of;
  - a. Announcement of call of paper
  - b. Acceptance letter
  - c. Full paper/poster
  - d. Details of registration and other fees