

Name of the Applicant :

Designation :

Department / Centre :

CHECKLIST

Please see the following checklist and ensure all documents mentioned in the checklist are enclosed with the application

1. Completed Application form Yes No
2. Approval Letter from the Registrar, Anna University, Chennai Yes No
3. List of Publications during last 5 years Yes No
4. Photocopies of the best two published research papers in the last 5 years Yes No
5. Acceptance letter for oral presentation from the organizer Yes No
6. A copy of the accepted full paper to be presented by the applicant at the event Yes No
7. If financial assistance is received or expected to be received from other funding agencies, copies of letters addressed to such agencies and replies received from them Yes No
8. A certificate from Airline operator indicating the cost of air fare by economy class by shortest route. (in original) Yes No
9. Quotation for visa fee charges Yes No
10. Quotation for medical insurance charges Yes No
11. Registration fee for the program (Brochure enclosed) Yes No

SIGNATURE OF THE APPLICANT

CENTRE FOR INTERNATIONAL AFFAIRS
ANNA UNIVERSITY, CHENNAI 600 025

Application for the travel grant for participating in International Programmes such as Conference / Seminar / Symposium held outside India

- I. a) Have you received travel grant from the Centre for International Affairs in the past three years? YES NO
- b) Have you received travel grant from the UGC funds or from any Department/Centre of Anna University for participation in international programmes such as Conference / Seminar / Symposium held outside India in the past six months? YES NO
- c) Have you completed 3 years of experience (Appointed on regular basis) YES NO

- II. a) Name of the Staff Member :
- b) Employee ID :
- c) Designation :
- d) Department / Centre / Institute in which working :
- e) Date of entry into service and number of years of service in Anna University :
- f) Campus (CEG / MIT / ACTech / SAP) :

- III.a) Title of the Programme (Conference/Seminar/ Symposium) :
- b) Name of the organization offering the programme :
- c) Venue of the programme :
- d) Duration, with Date(s) of the programme :
- e) Dates during which the staff member has to be away from the University in connection with the above programme :
- f) Alternate arrangements made for the class and other related works during his/her absence :

- g) Publication details of the staff member in Referred Journals / Proceedings of International Conferences during the last five years (a separate sheet with photocopies of the reprint of the best two publications should be enclosed).

IV. a) Title of the paper :

b) Authors of the paper :

c) If co-authored, mention all the names :

d) Oral Presentation :

(Travel grant is applicable only for Oral Presentation)

V. Details of financial assistance required from the Centre for International Affairs

a) Registration Fee (US Dollar / Euro/
Singapore Dollar / Canadian Dollar/
Japanese Yen) etc. :

b) T.A. :

c) D.A. (Actual days of the
programme) :

d) VISA Charges
(Actual amount against the bill) :

e) Conveyance Charges
(USD75 Maximum per day on
submission of original
bills/receipts) :

f) Accommodation charges
(USD150 Maximum per day on
submission of original
bills/receipts) :

g) Travel Insurance
(Actual amount against the bill) :

Total :

Note: If the travel is included beyond the scheduled date, only 50% of the TA will be paid.

VI. Names of the funding agencies and quantum of financial assistance, if any, received or expected to be received from them :

VII. Details of participation by the staff member during the preceding three years in International Conference / Seminar / Symposium etc., held outside India

a. Name of the programme :

b. Name of the organization which conducted the programme :

c. Venue of the programme :

d. Duration of the programme :

e. Amount of financial assistance obtained earlier under CPDE/University/Department/CIA and sanction proceedings No. & Date :

VIII. Additional information, if any in support of your participation :

DECLARATION

(This declaration should not be modified or altered)

I declare that the information furnished above is correct and I have not availed financial support from CPDE/CIA during the last three years under this scheme.

Date :

Place:

Signature of the Applicant

Recommendations of the Head / Director

Recommended / Not Recommended

Signature of the Head / Director

List of documents to be produced for claiming travel grant after participating in the programme

1. Traveling allowance claim of Anna University duly filled in Yes No
2. Copies of the flight tickets and invoice (duly certified) Yes No
3. Original boarding passé (both ways) Yes No
4. Passport copy with Immigration seal Yes No
5. Original receipts for VISA Fee (duly certified) Yes No
6. Original receipt of the Registration Fees along with mode of payment to be enclosed (duly certified) Yes No
7. Original receipts for the accommodation along with mode of payment to be enclosed (duly certified) Yes No
8. Original receipts for Conveyance charges (duly certified) (Please mention the places) Yes No
9. Original receipt for Travel Insurance (duly certified) Yes No
10. Participation Certificate Yes No
11. Participation Report with soft copies of photograph Yes No
12. Proof of Presentation in the Department (Post conference) Yes No
13. Acknowledgement to be given in the final paper for paper presentation Yes No
14. Any other relevant documents Yes No