



# INTERNATIONAL TRAVEL GRANT - CHECKLIST

ANNA UNIVERSITY, CHENNAI

Date: \_\_\_\_\_ Name of the Applicant (in CAPITAL) \_\_\_\_\_

Department / Centre \_\_\_\_\_ Designation: \_\_\_\_\_

## CHECKLIST

No	ITEM	Yes	No
1	Completed Application Form		
2	No Objection Certificate from "The Registrar, Anna University" Chennai"		
3	List of "Q1 / Q2 Journals" during the last two years		
4	Proof / Link to "Q1 / Q2 Journals" mentioned in item no.3		
5	Acceptance letter for "ORAL / STAGE Presentation" from the organizer		
6	Copy of accepted full paper to be presented by the applicant at the event		
7	Cost of Airfare (Tentative)		
8	Quotation for VISA Charges		
9	Quotation for "Medical Insurance" Charges		
10	Registration Fee for the program (Actuals)		

## REMARKS (if any)

SIGNATURE OF APPLICANT

SIGNATURE OF SCRUTINY OFFICER

SIGNATURE OF DIRECTOR