

# ITS CLAIM FORM

## Important:

- (i) Claim should be submitted as soon as the event is over and in any case not later than 3 months after the last date of the event.

### A. Personal Details

- a. Applicant Name:
- b. Address:
- c. Category (Senior Scientist or Young Scientist):
- d. Full Name of Event:
- e. Date of Leaving India:
- f. Date of Return to India:
- g. Venue and Duration of the Event:
- h. Passport No:

### B. Tour Technical Details

- a. Academic Highlights including new development presented at the Event (200 words)
- b. Participant Contribution to the Event (200 words)
- c. Visits to other Scientific Institutions and Universities during participation in the Event (200 words):

### C. Designation and Address of the Authorized Officers viz. Registrar/Finance Officer etc. to whom the Demand Draft/Cheque should be sent. If your institution has any bank account please mention its account number and IFSC Code

- a. Designation:
- b. Address Line1:
- c. Address Line1:
- d. City:
- e. State:
- f. PIN Code:
- g. Bank Account Number:
- h. IFSC Code of Bank

### D. Expenditure Incurred

Item Type (in Rs.)	Mode of Transport (Air/Train/Bus/Other)	Class of Travel	Ticket Number	Amount
Fare1....				
Fare2...				
Total Fare				
Visa Fees				
Registration Fees (For Young Scientist)				
	<b>Total</b>			

E. Amount received from all other Sources:

Agency Name	Travel (Rs.)	Visa	Registration Fees (For Young Scientist)
Agency 1..			
Agency 2..			
Total			

F. Details of the Travel:

From date	From Place	To Date	To Place	Ticket Number	Details of Travel (to include Mode of Transport, Class of Travel and Name of Airline)

G. Attachments Required:

- a. Air tickets and Rail tickets
- b. Boarding Passes (Original)
- c. Cash Receipt of Air Ticket:
- d. Visa Charges
- e. Registration Receipt (only for Young Scientists)
- f. Partial Support Expenses from other Agencies (if Applicable)
- g. Certificate of Participation
- h. Any other Document

H. Certified that I have attended the above international scientific event and the particular furnished above are correct. I also certify that I have not received travel grants from SERB/DST during the last three years.

Date:  
Place:

Signature of Applicant

Signature of the Head of the Department/Institution  
& Official Seal of Forwarding Authority with Date