



University of Calcutta

Travel Grant

University of Calcutta encourages the members of its faculty, staff, scholars and students to increase their academic interaction within the country and across the globe. In order to facilitate such activities, particularly to have positive and active academic exposure and establish or improve the professional networking among peers through academic events such as conferences, seminars etc., the University may offer some funds in the form of travel grants.

Who can apply?

- Members of faculty
- Administrative and technical staff
- Research Scholars
- Research students (post graduate)

For what purpose Travel Grant may be availed?

- Delivering key-note addresses/plenary lectures
- Oral presentation of a paper
- Poster presentation of a paper
- Chair a session
- Participate in International Collaboration Exchange Programs
- Symposia/talks/invited lectures
 - in National or International Conferences/Seminars/Workshops/Symposia

What may be covered under the grant?

- Travelling cost (for international travel, air fare, airport tax; for domestic travel, train fare), local travel costs, registration fees, stationeries for preparing presentation materials, daily allowance/accommodation as per University rules.

How to apply?

- Collect the travel grant application kit from one of the following sources: Academic Departments, DPO (or UGC) section at 3rd floor Darbhanga building of College Street campus, CU website. The kit contains the required application form.
- Fill up Part A of the application form.
- Enclose the necessary documents and complete the check list given in Part B of the application form.
- Submit both Part A and Part B to DPO (or UGC) section

Travel Grant Committee, C.U.

Please note that due to limitation of funds, a travel grant committee scrutinizes all the applications and decides whether a grant may be given or not on a case-by-case basis. Factors such as fund situation, supporting documents, past record of availing such grants etc. generally may influence the decision. Normally, if fund permits a maximum of Rs. 50,000.00 and Rs. 10,000.00 may be provided for international and domestic travels respectively.



University of Calcutta

Application Form for Travel Grant

Application Number: _____

For Office Use

Part A

(To be completed with Part B)

(Please use BLOCK LETTERS to fill this form)

NAME: _____

Contact Number: _____ E-mail: _____

Designation: _____

Department/Centre: _____

Event Details

Name of Conference/Seminar/Workshop/Symposia

Scope/Type: (Please tick) International National

Event Venue: _____

Country: _____ City: _____

Event Date: (dd/mm/yyyy) From To

Participation Details

Purpose/Nature of Participation (Please tick)

- Delivering key-note addresses/ plenary lectures
- Oral presentation of a paper
- Poster presentation of a paper
- Chair a session
- Participate in International Collaboration Exchange programmes
- Symposia/ talks/ invited lectures

Title of Presentation/Lecture

Fund Related Details

Total amount of grant required (INR):

(In words) _____

Whether availed such grant in past? (For travelling abroad) (For travelling within India)

- (Please tick)
- Within last 3 years
 - Within last 6 months
 - Between last 3 to 6 years
 - Not within last 6 months
 - Not within last 6 years
 - Never
 - Never

Whether applied/will apply for fund from other sources: Yes No

Necessary Endorsements

Applicant

Supervisor

Head of Department

Date: _____

(For Student/Research Scholar)

(with seal)



University of Calcutta

Application Form for Travel Grant

Part B

(To be submitted with Part A)

Check-list for supporting documents:

1. Invitation letter addressed to the applicant for the event to be participated.
2. Letter from the organizer(s) conveying the acceptance of the paper (oral/poster) for presentation authored by the applicant mentioning the title of the paper.
3. A copy of the abstract (with title) which has been accepted for presentation.
4. A tentative/proposed break-up of the expected expenditure.

(for Office use)

(Please enclose all the supporting documents as per the above list in order to ensure smooth and timely processing)

(for Office use only)

Application Number: _____

Received an application with all necessary information as per format (Part A) and the supporting documents as per checklist above from _____

_____, Department of _____, for participating in _____ to be held during _____ in _____

_____ .

Receiver's signature with date



Part C

University of Calcutta

Application Form for Travel Grant

(Form for Advance/Reimbursement/Adjustment towards Travel Grant)

Name: _____
 (IN BLOCK LETTERS)

Designation: _____

Department: _____

(for office use)

Sanction Letter Reference No: _____ Dated: _____

Event Attended: _____

Venue (City, Country): _____ Dated: _____

Sanctioned Amount: _____

This form is submitted for: Advance Reimbursement Adjustment in Cash Cheque

(Please tick only one) (Please tick only one)

For Advance

Employee's Code: _____

Amount required in advance: _____ (in words: Rupees _____)

Declaration: I declare to refund/adjust the requested sum of money within stipulated time along with all relevant bills and statements.

- signed _____

For Reimbursement

Please enclose the relevant bills/vouchers/receipts/tickets/boarding passes/registration pay slip (all in original) along with copy of the participation certificate and sanction letter.

For Adjustment

Please enclose the relevant bills/vouchers/receipts/tickets/boarding passes/registration pay slip (all in original) along with copy of the participation certificate and sanction letter.

Voucher No. of advance: _____ Dated: _____

Necessary Endorsements

 Applicant
 Date:

 Head of Department
 (with seal)

 Development & Planning Officer
 (with seal)