

**Office of International Relations  
IIT Kharagpur**

**Shri Gopal Rajgarhia International Programme (SGRIP)**

**Scheme 3: International student scholarship for non-degree program**

**Application No:\_\_\_\_\_**

**Visitor(s) Details\*:**

<b>Name(s) and affiliation</b>	
<b>Visit duration</b>	
<b>Activities undertaken:</b>	

**Check List:**

- Claim Form
- One page report
- Form no 10F
- Tax residency certificate
- Travel tickets
- Boarding passes
- All other bills duly signed

**CLAIM FORM**

**Table 1: Overall Expenses**

SI No.	Head	Approved Amount (INR) To be filled up by Host Faculty	Actual Expense (INR) To be filled up by Host Faculty	Final Approval (INR) For IR Office Use	Remarks By Host Faculty/Dean IR	Name and A/C # of payee To be filled up by Host Faculty
1	Local Travel					
2	Local Hospitality					
3	Honorarium					
4	Contingency					
	<b>TOTAL</b>					

**Table 2: Expenses to be reimbursed to Host Faculty (if any) \***

SI No.	Head	Approved Amount (INR)	Actual Expense (INR)	Final Approval (INR)	Remarks	Name and A/C # of payee

**Table 3: Local Travel\***

SI No.	Details	Vendor & Bill details	Expense (INR)
1.			
2.			
		<b>TOTAL</b>	

**Table 4: Local Hospitality\***

SI No.	Item	Vendor & Bill details	Expense (INR)
1.			
2.			
		<b>TOTAL</b>	

**Table 5: Contingency\***

SI No.	Details	Vendor & Bill details	Expense (INR)
1.			
2.			
		<b>TOTAL</b>	

\*Please add tables and rows as necessary.

Department/ School/ Centre: \_\_\_\_\_

Host faculty Name & Signature with Date: \_\_\_\_\_

Signature of Head/School/Center with Date: \_\_\_\_\_