**Office of International Relations**

**IIT Kharagpur**

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

**Scheme 5: Student international travel support**

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

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

|  |  |
| --- | --- |
| **Name(s) and affiliation** |  |
| **Visit duration** |  |
| **Activities undertaken:** |  |

**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\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |
| Air Fare |  |  |  |  |  |

\*Please add tables and rows as necessary.

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

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

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