

**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: _____