

Sub: Entitlement of M.S.(R) and Ph.D scholars regarding availing Institute financial assistance for attending International and National conferences/seminars – Reg.

The Senate in its 6th meeting held on 24-Oct-2018, considered the maximum funding of Rs. 1,50,000/- for conferences/seminar per scholar to cover registration, visa, travel, lodging and boarding, local transport, etc

The travel grant is limited to scholars admitted only on regular HTRA scheme. (does not apply to PMRF, Part-time, External, Staff, NHTRA category)

The following item-wise expenditure limits may be considered for **International Travel**:

S.No	Item-wise expenditure	Maximum Limit
1.	Airfare	Tirupati to venue of Conference and back – cheapest available airfare.
2.	Registration fees	At actuals subject to a maximum of 1000 US\$
3.	Per diem	50 US\$ for the conference days, plus two days – one prior to, and the other after the conference days.
4.	Room rent	100 US\$ per day or actual room rent, whichever is less, for the conference days, plus two days – one prior to, and the other after the conference days.
5.	Visa fees	At actuals
6.	Taxi fare	i) To and fro from IIT Tirupati to Tirupati airport subject to an upper limit of Rs. 500/- per trip on production of bills. ii) To and fro from airport to the hotel/place of stay – at actuals on production of bills. iii) Commuting expenses from the place of stay to the venue of the conference and back will not be reimbursed.
7.	Travel within India for visa facilitation/interview	II AC (from Tirupati/Renigunta to the nearest railway station of the consulate/embassy). In case the scholar travels by flight or any other mode, the reimbursement will be at actuals or entitled fare whichever is less.
8.	Travel insurance charges	At actuals
9.	Poster charges	One poster. A maximum amount of Rs. 1500/- on production of bills.

The following item-wise expenditure limits may be considered for **National Travel**:

Within 50 kms of IIT Tirupati

Budget Head	Eligibility	Remarks
Local Travel (IITT to the venue of the conference)	Taxi/Auto/Bus	Upto a maximum of Rs. 1500/- per day for only the conference duration. This includes return travel also. Reimbursement will be on production of bill.
Per diem	Only for the conference days	Rs. 250/- per day. (no bills required)
Lodging	Not Applicable	

Note: In case the scholar proceeds on leave before/after the conference, the per diem is not allowed for the days of leave. The travel reimbursement will be restricted to the 2 AC tier train fare from Tirupati/Renigunta to the nearest railway station to the conference venue by the shortest route.

Anywhere in India (outside 50 kms of IIT Tirupati)

Budget Head	Eligibility	Remarks
Registration fees	Max upto Rs. 5000/-	
Travel	Train II Tier AC (from Tirupati/Renigunta to the nearest railway station of the conference venue by the shortest route).	As per actuals on the production of a copy of ticket. In case the scholar travels by flight or any other mode, the reimbursement should be actual subjected to an upper ceiling of 2 Tier AC train charges. Boarding pass to be produced in case of air travel.
Local Travel	4 trips for the whole duration of the conference by Auto/Taxi/Bus (IITT to railway station/airport and return, and railway station/airport to Conference venue/place of stay and return)	As per actual subjected to an upper limit of 500/- per trip on production of bills/self-certification.
Per diem	The conference/event days plus one day each prior to and after the conference days.	Rs. 500/- per day. (no bills required)
Lodging	Hostel/Guest House/Hotel for the conference/event day plus one day each prior to and after the conference days.	Actuals subjected to a ceiling of Rs. 1000/- per day in X and Y class cities and Rs. 750/- per day on Z class cities, on production of bills.
Poster charges	One poster	Maximum amount of Rs. 1500/- per poster on production of bill.

Note: At the time of final settlement of bills, the scholars will have to submit itemized details of expenditure (with supporting vouchers). If the itemized expenditure is below the authorized amount, the excess amount will have to be refunded to the Institute. The scholar will bear the expenditure if it exceeds the ceiling fixed by the Institute.

General Guidelines:

1. The support is given to present papers (oral or poster) at reputed international conferences abroad and cannot be used for attending summer or winter schools, short courses, competitions or other events. An amount of 90% of the total cost will be given as an advance to meet expenses.
2. The following criteria must be fulfilled to avail Institute financial assistance:

Ph.D.

- I. Completed course work and comprehensive examination satisfactorily with a minimum CGPA of 7.5
- II. Uploaded copy of paper/poster/abstract acceptance and brochure in Workflow.
- III. Uploaded copy of quotation of airfare, applicable registration charges and visa fee in Workflow.

M.S.

- I. Completed the course work satisfactorily with a minimum CGPA of 7.5
 - II. Uploaded copy of paper/poster/abstract acceptance and brochure in Workflow.
 - III. Uploaded copy of quotation for airfare, applicable registration charges and visa fee in Workflow.
3. The scholar will be permitted to attend **any** number of international/national conferences limited to a maximum ceiling of Rs. 1.5 lakhs only with the Institute's financial assistance during his/her entire tenure in the Institute.
 4. If the scholar has participated in an international conference virtually, registration fee will be reimbursable at actuals subject to a maximum of 1000 US\$. This amount will be deducted from Rs. 1.5 lakh eligibility.
 5. Time-limit for applying Institute financial assistance:
 - a) Scholars can apply for advance through Workflow before submission of thesis.
 - b) They cannot apply for an advance after thesis submission, but can be reimbursed the amount spent to eligibility, if the conference date is before the date of thesis defense.
 - c) If the conference date is after the date of thesis defense, he/she has to refund the advance drawn if any, and is also not eligible for reimbursement.
 6. The scholar should submit a brief report of the conference through the guide to the concerned HoD on his/her re-joining the Institute and a copy to be submitted to the Academic section.
 7. Settlement of accounts for the amount drawn should be done with Finance & Accounts Section within 10 days after his/her return from the conference.
 8. If the travel is cancelled, and if the scholar has taken advance from the Institute, the advance has to be returned immediately, failing which appropriate action will be taken.
 9. The travel support is not available to the scholars who have exceeded their maximum duration of MS and PhD programme.
 10. Air Tickets should be purchased directly from Airlines Booking Counters/Website or from Authorized Agents viz., M/s. Balmer Lawrie and Company, M/s Ashok Travels and Tours and IRCTC