

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

FORM FOR EXPENDITURE FROM PDF*

1. Name of Faculty:..... Emp. no:

2. Purpose: Travel* (Domestic and International)/Purchase/Manpower engagement

3. Travel (A) Itinerary of the travel along with date and duration:

.....

(B) Purpose of visit :.....

(C) Estimated Expenditure

(a) Travel Expenditure:

i. Road/Rail Fare: Rs. Air fare Rs.

ii. Local journey Rs.

(b) Per Diem:

i. Daily allowance @ for days = Rs.

ii. Hotel accommodation @ for.....days = Rs.....

(c) Visa and assistance fees(Rs): Travel insurance Rs :

(d) Miscellaneous expenses (registration, telephone/internet etc) Rs.

Total: Rs.

Advance, if required, Rs.

4. Details of Purchase (item(s) and estimated cost)

(Only for the purchase to be processed by calling quotations as per institute purchase rules):

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5. Manpower engagement: Position EmolumentsDuration.....

(As per rules for sponsored research and industrial consultancy project. Bio-data of the person(s) to be enclosed)

Signature of the faculty with date

*Subject to admissible under clause 7.2.1 of rules for sponsored research and industrial consultancy project

SRIC Office, IIT Roorkee

Approved /Not Approved

Supdt. (SRIC-Admn./ A/c)

Asstt. Registrar (SRIC-Admn.)

Assoc. Dean (SRIC) / Dean (SRIC)

Copy to: 1. Concerned Faculty

2. AR SRIC A/C

 Certified that the visit has been undertaken with leave duly approved by the competent authority.

Signature and name of travelling person (with date)