



National University
of Computer and Emerging Sciences

Grant of International Conference Travel (GICT)

Reimbursement Form



Requisitioner

Name				Designation	
Emp ID				Campus	
GICT Award Number					
Paper Title					
Conference name				Date(s)	
Departure date				Arrival date	
Head	USD (Budget Limit)	Approved Amount	Original Amount	Refund Claim	
Air Travel					
Canada & USA	1,160				
Europe	850				
Africa	850				
Australia, Japan & Far East	850				
Turkey & Middle East	540				
India, Iran & Bangladesh	320				
Rest of the world	630				
Registration fee	700 (upto)				
Accommodation	100 per night 300 (max)				
TOTAL Amount (in words)					

Attachments

Description (Please check relevant box)	Provided	Not Provided
1) Copy of relevant pages of the Seminar/Conference Proceedings/Abstract/Journal showing author's paper	<input type="checkbox"/>	<input type="checkbox"/>
2) Program of the Event showing time slot of the applicant's presentation in given time slot	<input type="checkbox"/>	<input type="checkbox"/>
3) Acceptance Letter from the Conference Organizer (Acceptance letter showing mode of presentation, Review process and proof publication "Proceedings or Abstract Book"). Further Paper Acceptance ratio must be shown in the said letter, if the acceptance ratio is up to 40%, then the application will be eligible for 75% reimbursement of approved cost. However, if the ratio is more than 40%, the applicant will be eligible for 50% reimbursement of approved cost mentioned in the award letter as per policy guidelines	<input type="checkbox"/>	<input type="checkbox"/>
4) Full text paper presented in the attended Conference	<input type="checkbox"/>	<input type="checkbox"/>
5) Latest CV of the applicant who attended the Conference	<input type="checkbox"/>	<input type="checkbox"/>
6) NOC from the Principal Author and other authors (in case the applicant is Co-Author) with justification (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
7) Duly filled Reimbursement Claim Form	<input type="checkbox"/>	<input type="checkbox"/>

8) Pre-Approval Award Letter	<input type="checkbox"/>	<input type="checkbox"/>
9) Ticket or Invoice indicating the actual air travel amount	<input type="checkbox"/>	<input type="checkbox"/>
10) Original Boarding Passes	<input type="checkbox"/>	<input type="checkbox"/>
11) Original Invoice of Registration	<input type="checkbox"/>	<input type="checkbox"/>
12) Original Invoice of Hotel Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Applicant undertaking	All the information provided above is true to the best of my knowledge and belief All the supporting documents submitted are authentic	
Date	Signature	

Campus HR

		Total	Mode of Payment
Table-A	Staff (In Service)		Salary
Table-B	Leavers i) Resigned ii) Terminated iii) End of Contract		The case will be processed along with Final Settlement
Table-C	On Long Leave		The case will be processed on submission of i) Clearance Form and ii) Payment approval
Table-D	Visiting Faculty		Monthly Fund Request
Prepared & forwarded by			Designation
Date			Signature

Campus Accounts

Code	Head Name	Budgeted Amount	Requested Amount	Remaining Budget
730100001	Research Travel Expenses			
Total Research Budget				
Prepared & forwarded by			Designation	
Date			Signature	

Head of Department

Remarks	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Name		
Date	Signature	

Campus Director

Remarks	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Name		
Date	Signature	

NUCES-HQ**ORIC**

Remarks by Manager (RM)			
Date	Signature		
Remarks by Grants Management Officer			
Date	Signature		
Director ORIC	Recommended	<input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Date:	Signature		

Internal Auditor

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date	Signature			

Treasurer

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date	Signature			

Rector

Remarks	Approved	<input type="checkbox"/>
	Not Approved	<input type="checkbox"/>
Name		
Date	Signature	