National University of Computer and Emerging Sciences

Grant of International Conference Travel (GICT)

Reimbursement Form



Requisitioner

Name	Designation						
Emp ID	Campus						
GICT Award Number				<u>I</u>			
Paper Title							
Conference name			Date(s)			
Departure date	Arrival date						
Head	USD (Budget Limit)	Approved Amount	nt Refund Claim				
Air Travel							
Canada & USA	1,160						
Europe	850						
Africa	850						
Australia, Japan &	850						
Far East							
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	į.						
Description (Please check	relevant box)			Provided	Not Provided		
1) Copy of relevant pages of the Seminar/Conference Proceedings/Abstract/Journal							
showing author's paper	,	Ш	Ш				
2) Program of the Event showing time slot of the applicant's presentation in given time slot							
Acceptance Letter from the Conference Organizer (Acceptance letter showing mode of presentation, Review process and proof publication "Proceedings or "Proceedings").							
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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 po							
4) Full text paper presented in the attended Conference							
5) Latest CV of the applicant who attended the Conference							
6) NOC from the Principal Author and other authors (in case the applicant is Co-							
Author) with justification (if applicable).					<u> </u>		
7) Duly filled Reimbursem							

Date Signature Head of Department Remarks Not Recommended Not Recommended Signature Name Signature Not Recommended Not Recomme	8) Pre-Approval Award Letter								
11) Original Invoice of Registration	9) Ticket or Invoice indicating the actual air travel amount								
Applicant undertaking	10) Original Boarding Passes								
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	11) Original Invoice of Regis								
All the supporting documents submitted are authentic Date	12) Original Invoice of Hotel Accommodation								
Campus HR	Applicant undertaking	All the information provided above is true to the best of my knowledge and belief							
Campus HR Table-A Staff (In Service) Salary Table-B Leavers i) Resigned ii) Terminated iii) End of Contract Table-C On Long Leave i) Clearance Form and ii) Payment approval Table-D Visiting Faculty Monthly Fund Request Prepared & forwarded by Designature Campus Accounts Code Head Name Budgeted Amount Amount 730100001 Research Travel Expenses Total Research Budget Prepared & forwarded by Designation Date Signature Total Research Budget Head of Department Remarks Recommended Monte Signature Not Recommended Campus Director Remarks Recommended Not Recommended Campus Director Remarks		All the supporting documents submitted are authentic							
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Remarks Recommended	Date	Signature							
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Campus Director Remarks Recommended Not Recommended	Name								
Remarks Recommended Not Recommended	Date	Signature							
Remarks Recommended Not Recommended	Campus Director	•							
Name		D 11 N.D 11							
- ·	Name								
Date Signature	Date	Signature							

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Remarks by Manager (RM)							
Date	Signature						
Remarks by Grants Management Officer				al.			
Date			Signature				
Director ORIC	Recommended		Not Recommended				
Date:	Signature						
Internal Auditor				1			
Remarks	Recommended		Not Recommended				
Kemarks	i.	i					
Name							
Date	Signature						
Treasurer		:	;				
Remarks	Recommended		Not Recommended				
	*						
Name							
Date	Signature						
Rector							
Remarks		Approved					
	N	ot Approved					
	11	ot Approved					
Name							
Date	Signature						