

# CONTINUING EDUCATION PROGRAMME



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**SAMANTAPURI, BHUBANESWAR-751 013**

Travel expense Reports of QIP students in connection with Field Trips/ Conferences/ Contact visits  
and of participants/ guest lecturers in QIP/ ISTE short term courses

1. Name : \_\_\_\_\_ Roll No./ Contact ID: \_\_\_\_\_
2. Department : \_\_\_\_\_
3. Permission received vide O.O. No. \_\_\_\_\_ Date \_\_\_\_\_  
( for field trips/ conferences)
4. Purpose of travel : \_\_\_\_\_
5. Travel details : (Road/ Rail travel from city to city)

Departure		Arrival		Mode of Travel (Road/Rail and class)	Ticket Numbers (for upper class travel)	Amount paid (Rs.)	Remarks
From	Date/ time	To	Date/time				
Total :						Rs. _____	

6. Local travel expenses (Taxi /Rickshaw/ City Bus) : Rs. \_\_\_\_\_
7. I further certify that : (Please give applicable items only.)
  - (a) I performed the duties assigned to me during my absence from the Institute
  - (b) I have not drawn travelling allowance for the journey from any other source.
  - (c) During the above period, I have availed personal leave of \_\_\_\_\_ days for which I have applied separately to my HOD/HOC.
  - (d) I was treated as a guest of \_\_\_\_\_ during the period \_\_\_\_\_ to \_\_\_\_\_
  - (e) Travel approval (form #IIT/CEP/5/QIP) is enclosed herewith in original. (Applicable to QIP students only)

8. Computation of TA/DA

1. City to city travel cost  
(Total of item 5) : Rs. \_\_\_\_\_
2. Local travel expenditure in both cities (item6)  
(Limited to Rs.150/- for QIP students). : Rs. \_\_\_\_\_
3. DA for \_\_\_\_\_ days :  
@ \_\_\_\_\_ / day : Rs. \_\_\_\_\_

(No. of days = No. of days of business + 2)

DA Rate : Rs. 115/- per day at A class cities,

For QIP students : Rs.100/- everywhere else, including Bhubaneswar.

4. Special expenses (if any) : Rs. \_\_\_\_\_
- \_\_\_\_\_
- Signature of person travelling

9. Certified that the student/guest lecturer has performed the journey as stated above. TA/DA may be reimbursed according to standard norm.

\_\_\_\_\_  
Supervisor/Course Coordinator

10. (i) AQccounts checked and verified/ corrected.  
(ii) Ticket numbers of upper class tickets have been furnished.  
(iii) Rs. \_\_\_\_\_ may be reimbursed.

\_\_\_\_\_  
CEP Office

11. Reimbursement of Rs. \_\_\_\_\_ approved.

\_\_\_\_\_  
Dean( CE )

