

**CENTRE FOR INTERNATIONAL AFFAIRS
ANNA UNIVERSITY, CHENNAI 600 025**

Application for the travel grant for participation in international programmes such as
conference / seminar / symposium held outside India

- I. a) Name of the Staff Member :
- b) Identity Number :
- c) Designation :
- d) Department / Centre / Institute in which working :
- e) Date of entry into service and number of years of service in Anna University :
- II. a) Title of the Programme (Conference/Seminar/ Symposium) :
- b) Name of the organization offering the programme :
- c) Venue of the programme :
- d) Duration, with Date(s) of the programme :
- e) Dates during which the staff member has to be away from the University in connection with the above programme :
- f) Alternative arrangements made for the class and other related works during his/her absence :
- g) Publication details of the staff member in Refereed Journals / Proceedings of International Conferences during the last five years (a separate sheet with photocopies of the reprint of the best two publications should be enclosed).

- III. a) Are you presenting a paper? :
- b) Title of the paper :
- c) Authors of the paper :
- d) If co-authored, mention the relationship :
- e) Type of Presentation :
- (State whether oral / poster presentation/ Invited/
Plenary lecture)

- IV. a) Details of financial assistance required from the Centre for International Affairs :

Registration Fee :

T.A. :

D.A. :

Accommodation charges :
(limited to USD100 per day on submission
of original bills/receipts)

VISA Charges :

Travel Insurance :
(Max. of Rs.1500/- on production of actual
bills)

Total :

- b) Names of the funding agencies and quantum of financial assistance, if any, received or expected to be received from them :

- V. Details of participation by the staff member during the preceding three years in International Conference / Seminar / Symposium etc., held outside India
- a. Name of the programme
 - b. Name of the organization which conducted the programme
 - c. Venue of the programme
 - d. Duration of the programme
 - e. Amount of financial assistance obtained earlier under CPDE/University/Department/CIA and sanction proceedings No. & Date

VI. Additional information, if any in :
support of your participation

I declare that the information furnished above is correct and I have not availed financial support from CPDE/CIA during the last three years under this scheme.

Date :

Place:

Signature of the Applicant

Recommendations of the Director / Head of Divisions

Endt.No.

Dated :

Recommended/Not Recommended

Signature of the Director / Head of Divisions

Recommendations of the Head of the Department

Endt.No.

Dated :

Recommended/Not Recommended

Signature of the Head of the Department

**Format of Certificate for obtaining Travel Grant from CIA funds /
UGC Unassigned Grant**

Certified that Dr./Thiru./Ms. _____ (with designation)
Department of _____ has availed Travel Grant /
Assistance during the last 3 years / six months (as on date of application) as
detailed below:

Sl.No.	Purpose of visit	Period of visit	Place of visit	Funds sanctioned (Rs.)	Funded by	Ref. No. & Date

REGISTRAR

CHECKLIST

Please see the following checklist and ensure all documents mentioned in the checklist are enclosed with the application

1. One copy of the completed Application form.
2. List of publications during last 5 years
3. Photocopies of the best two published research papers in the last 5 years.
4. Copy of the communication from the organizer accepting the paper and inviting him/her to present the paper.
5. A copy of Abstract of the paper to be presented by the applicant at the event.
6. If financial assistance is received or expected to be received from other funding agencies, copies of letters addressed to such agencies and replies received from them.
7. A certificate from Air India indicating the cost of air fare by economy class by shortest route. (in original)
8. Certificate for obtaining Travel Grant from CIA funds / UGC Unassigned Grant (in original)
9. Quotation for visa fee charges
10. Quotation for medical insurance charges
11. Rate of registration fee for the Conference/Workshop received from the organization/Institution

List of documents to be produced for claiming travel grant after participating in the programme

1. Traveling allowance claim of Anna University duly filled in
2. Copies of the flight tickets and invoice (duly certified)
3. Original boarding passes
4. Passport copy with Immigration seal
5. Receipts for VISA Fee (duly certified)
6. Receipt of the Registration Fees (duly certified)
7. Receipts for the accommodation (duly certified)
8. Receipt for Travel Insurance (duly certified)
9. Participation Report
10. Any other relevant documents