

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Reimbursement Form for Students (TEQIP III)

Name of Students		
Department		
Name of Conference / workshop / training		
Venue		
Duration of Conference / Workshop/ Training	From _____ to _____	
Registration Fee		
Travelling allowance to and fro by public transport only (As per guidelines)	From _____ to _____	Rs.
	From _____ to _____	
	From _____ to _____	
	From _____ to _____	
Local Conveyance (As per guidelines) (Conference days +2)	Day 1 _____ Day 2 _____	Rs.
	Day 3 _____ Day 4 _____	
Accommodation (As per guidelines)		Rs.
Food (As per guidelines)		Rs.
	Total	Rs.

Note : Attach original approval.

All bills should be signed by Supervisor and labelled with departmental stock book/entry number.

Sign of Students: _____

Sign of Supervisor : _____

Sign of HOD : _____

For Office Use

SN		:	Remarks	Signature
1.	DR (Accounts)	:		

To: DR (Accounts)

Guidelines on TA /DA Admissible for Students for attending Workshop/Conference

Travelling Allowance	<ul style="list-style-type: none"> Sleeper Class by train by shortest route (Tatkal charges will not be reimbursed) Road journey (by shortest route) by public bus (non AC) is allowed provided in case train not available on the journey route. Local transport within city by public bus/ Autorikshaw (Limited to Rs. 115/- per day within the city)
Food/Accommodation	<ul style="list-style-type: none"> Food : Limited to or not exceeding to Rs. 400/- per day) Accommodation : Limited to or not exceeding Rs. 450/- per day