National University  
of Computer and Emerging Sciences

**Local Conference Publication & Travel Grant**

**Reimbursement Form**





**Requisitioner**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | Designation |  |
| Emp ID |  | | Campus |  |
| Grant Award Number |  | | Student degree level |  |
| Paper Title |  | | | |
| Conference name |  | | Date(s) |  |
| Departure date |  | | Arrival date |  |
| **Expense Details (in actual)** | | | | |
| **Head** | **Budget Limit** | **Approved Amount** | **Original Amount** | **Refund Claim** |
| Travel |  |  |  |  |
| Registration fee |  |  |  |  |
| Accommodation | Upto Rs 6,000 per night |  |  |  |
| **TOTAL Amount (in words)** |  |  |  |  |

**Attachments (Original)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description (Please check relevant box)** | | **Provided** | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png**Not Provided** |
| 1. Duly filled Reimbursement Claim Form | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |  |
| 1. Letter of Pre-approval | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Ticket or invoice indicating the actual travel amount | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Original ticket | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Original invoice of registration | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Original invoice of hotel accommodation | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Date |  | | Signature |  | |

**Campus HR**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Faculty** | **In service** | **On leave** | **Retired/Terminated** | | **On Long Leave (> Six moths)** | |
| 1 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| 2 |  |  |  | |  | |
| **Student** | **Reg No.** | **Enrolled** | **Graduated** | | **Date of Graduation** | |
| **1** |  |  |  | |  | |
| 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 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**Campus Director**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**NUCES-HQ**

**ORIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks by Manager (RM) |  | | | | |
| Date |  | | | Signature |  |
| Remarks by Grants Management Officer (GMO) |  | | | | |
| Date |  | | | Signature |  |
| **Director ORIC** | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Date: |  | | | Signature |  |

**Internal Auditor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**Treasurer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**Rector**

|  |  |  |  |
| --- | --- | --- | --- |
| Remarks | Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Not Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Name |  | | |
| Date |  | Signature |  |