

National University
of Computer and Emerging Sciences

**Grant of International Conference Travel (GICT)**

**Reimbursement Form**

**Requisitioner**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Designation |  |
| Emp ID |  | Campus |  |
| GICT Award Number |  |
| Paper Title |  |
| Conference name |  | Date(s) |  |
| Departure date |  | Arrival date |  |
| **Head** | **USD (Budget Limit)** | **Approved Amount** | **Original Amount** | **Refund Claim** |
| **Air Travel** |  |  |  |  |
| Canada & USA | 1,160 |  |  |  |
| Europe | 850 |  |  |  |
| Africa | 850 |  |  |  |
| Australia, Japan & Far East | 850 |  |  |  |
| Turkey & Middle East | 540 |  |  |  |
| India, Iran & Bangladesh | 320 |  |  |  |
| Rest of the world | 630 |  |  |  |
| **Registration fee** | 700 (upto) |  |  |  |
| **Accommodation** | 100 per night300 (max) |  |  |  |
| **TOTAL Amount (in words)** |  |  |  |  |

**Attachments**

|  |  |  |
| --- | --- | --- |
| Description (Please check the relevant box) | **Provided** | **Not Provided** |
| 1. Copy of relevant pages of the Seminar/Conference Proceedings/Abstract/Journal showing author's paper
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| 1. Program of the Event showing time slot of the applicant's presentation in given time slot
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Acceptance Letter from the Conference Organizer (Acceptance letter showing mode of presentation, Review process and proof publication "Proceedings or 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 the approved cost mentioned in the award letter as per policy guidelines
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Full text paper presented in the attended Conference
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Latest CV of the applicant who attended the Conference
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. NOC from the Principal Author and other authors (in case the applicant is Co-Author) with justification (if applicable).
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| 1. Duly filled Reimbursement Claim Form
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| 1. Pre-Approval Award Letter
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Ticket or Invoice indicating the actual air travel amount
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Original Boarding Passes
 | 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 |
| 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 |  | Signature |  |

**Campus HR**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Total** | **Mode of Payment** |
| Table-A | Staff (In Service) |  | Salary |
| Table-B | Leaversi) Resignedii) Terminatediii) End of Contract |  | The case will be processed along with Final Settlement |
| Table-C | On Long Leave |  | The case will be processed on submission of i) Clearance Form and ii) Payment approval |
| Table-D | Visiting Faculty |  | Monthly Fund Request |
| 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 |  |
| 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 |  |

**Director Finance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |