



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 night 300 (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	<input type="checkbox"/>	<input type="checkbox"/>
2) Program of the Event showing time slot of the applicant's presentation in given time slot	<input type="checkbox"/>	<input type="checkbox"/>
3) 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	<input type="checkbox"/>	<input type="checkbox"/>

mentioned in the award letter as per policy guidelines			
4) Full text paper presented in the attended Conference		<input type="checkbox"/>	<input type="checkbox"/>
5) Latest CV of the applicant who attended the Conference		<input type="checkbox"/>	<input type="checkbox"/>
6) NOC from the Principal Author and other authors (in case the applicant is Co-Author) with justification (if applicable).		<input type="checkbox"/>	<input type="checkbox"/>
7) Duly filled Reimbursement Claim Form		<input type="checkbox"/>	<input type="checkbox"/>
8) Pre-Approval Award Letter		<input type="checkbox"/>	<input type="checkbox"/>
9) Ticket or Invoice indicating the actual air travel amount		<input type="checkbox"/>	<input type="checkbox"/>
10) Original Boarding Passes		<input type="checkbox"/>	<input type="checkbox"/>
11) Original Invoice of Registration		<input type="checkbox"/>	<input type="checkbox"/>
12) Original Invoice of Hotel Accommodation		<input type="checkbox"/>	<input type="checkbox"/>
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	Leavers i) Resigned ii) Terminated iii) 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	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>	
Name					
Date				Signature	

Campus Director

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>	
Name					
Date				Signature	

NUCES-HQ

ORIC

Remarks by Manager (RM)					
Date				Signature	
Remarks by Grants Management Officer					
Date				Signature	
Director ORIC	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>	
Date:				Signature	

Director Finance

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>	
Name					
Date				Signature	

Rector

Remarks	Approved	<input type="checkbox"/>
	Not Approved	<input type="checkbox"/>
Name		
Date		
	Signature	

