



No. VSSUT/ / /20

Date:

APPROVAL FOR ATTENDING CONFERENCE AND/OR TRAVEL

1. "Head of Account" Recurring (sub head: Travels)
2. Name of Funding Agency:
3. Scheme of Project Grant:
4. Project Title:
5. Sanction Order No. and Date:
6. Name of Principal Investigator (PI):
7. Department:
8. Name and designation of the Person Travelling (if other than PI)
9. Total Amount of Approved Grant: ₹
10. Total Approved Amount under Recurring: ₹
(sub head: Travels)
11. Total Amount Spend so far: ₹
12. Total Balance Amount so far: ₹
13. Total Travel Expenses Budget: ₹
14. Do you need advance? If yes: ₹
Mention amount (max 75% of the budget #13)
15. Purpose of Travel:
16. Details of Bank Account of PI
Account No.
Name of Bank
IFSC Code
17. Period Required for Utilization

The proposal for travel and request for advance to meet the travel expenses as mentioned above is submitted for kind approval.
The expenses for travel shall be met out of project grant.

Principal Investigator

Co-Investigator

Head of the Department

(Highlight the sanction order in the file and Attach duly filled up Page-2 of this form with details.)

FOR SRIC OFFICE USE ONLY

Remarks: Verified the details mentioned above. Submitted to Vice-chancellor for approval and Recorded in the project file no:

Dealing Assistant

Associate to Dean (SRIC)

Approved by Vice-chancellor on Date:

Submitted for pass and payment of the amount:

Under ₹	Passed for payment of ₹	(Rupees	
only) and Paid vide Cheque No.	Date:	Voucher no.	Entered in cash book page No.
RTGS/NEFT UTIR No.	Date:	of Bank Name:	

Dealing Assistant

Comptroller of Finance

FORM: VSSUT/SRIC/05G (P-2)
SRIC: STANDARD OPERATING MANUAL-2019



DETAILS OF TRAVEL PLAN

Date & Time	From-To Station	Mode of Travel	Stay at a station (Yes/NO)	Total estimated Expenses (₹)
A.	Total Travel Expenses			
B	Accommodation Charges			
C	Local conveyance			
D	No of days for which DA shall be claimed			
	Total Amount (₹) (A+B+C+D)			
	Total Amount in words (Rupees)			

Principal Investigator

Co-Investigator

Head of the Department

(NB: Attach extra sheets if necessary)