

**CENTRE FOR INTERNATIONAL AFFAIRS**  
**ANNA UNIVERSITY, CHENNAI 600 025**

**Application for the travel grant for participating in International Programmes such as Conference / Seminar / Symposium held outside India**

- I. a) Have you received travel grant from the Centre for International Affairs in the past three years?  YES  NO
- b) Have you received travel grant from the UGC funds or from any Department/Centre of Anna University for participation in international programmes such as Conference / Seminar / Symposium held outside India in the past six months?  YES  NO
- c) Have you completed 3 years of experience (Appointed on regular basis)  YES  NO

- II. a) Name of the Staff Member :
- b) Identity Number :
- c) Designation :
- d) Department / Centre / Institute in which working :
- e) Date of entry into service and number of years of service in Anna University :
- f) Campus (CEG / MIT / ACTech / SAP ) :

- III.a) Title of the Programme (Conference/Seminar/ Symposium) :
- b) Name of the organization offering the programme :
- c) Venue of the programme :
- d) Duration, with Date(s) of the programme :
- e) Dates during which the staff member has to be away from the University in connection with the above programme :
- f) Alternate arrangements made for the class and other related works during his/her absence :

- g) Publication details of the staff member in Referred Journals / Proceedings of International Conferences during the last five years (a separate sheet with photocopies of the reprint of the best two publications should be enclosed).

- IV. a) Are you presenting a paper? :
- b) Title of the paper :
- c) Authors of the paper :
- d) If co-authored, mention all the names :
- e) Oral Presentation :
- (Travel grant is applicable only for Oral Presentation)

V. Details of financial assistance required from the Centre for International Affairs

- a) Registration Fee (US Dollar / Euro/  
Singapore Dollar / Canadian Dollar/  
Japanese Yen) etc. :
- b) T.A. :
- c) D.A. (Actual days of the  
programme) :
- d) VISA Charges  
(Actual amount against the bill) :
- e) Conveyance Charges  
(USD75 Maximum per day on  
submission of original  
bills/receipts) :
- f) Accommodation charges  
(USD150 Maximum per day on  
submission of original  
bills/receipts) :
- g) Travel Insurance  
(Actual amount against the bill) :
- Total :

Note: If the travel is included beyond the scheduled date, only 50% of the TA will be paid.

VI. Names of the funding agencies and quantum of financial assistance, if any, received or expected to be received from them :

VII. Details of participation by the staff member during the preceding three years in International Conference / Seminar / Symposium etc., held outside India

a. Name of the programme :

b. Name of the organization which conducted the programme :

c. Venue of the programme :

d. Duration of the programme :

e. Amount of financial assistance obtained earlier :  
under CPDE/University/Department/CIA and  
sanction proceedings No. & Date

VIII. Additional information, if any in support of your participation :

#### **DECLARATION**

(This declaration should not be modified or altered)

I declare that the information furnished above is correct and I have not availed financial support from CPDE/CIA during the last three years under this scheme.

Date :

Place:

Signature of the Applicant

#### **Recommendations of the Head / Director**

Recommended / Not Recommended

Signature of the Head / Director

## CHECKLIST

**Please see the following checklist and ensure all documents mentioned in the checklist are enclosed with the application**

1. Approval Letter from the Registrar, Anna University, Chennai  Yes  No
2. Copy of the completed Application form  Yes  No
3. List of publications during last 5 years  Yes  No
4. Photocopies of the best two published research papers in the last 5 years  Yes  No
5. Acceptance letter for oral presentation from the organizer  Yes  No
6. A copy of the accepted full paper to be presented by the applicant at the event  Yes  No
7. If financial assistance is received or expected to be received from other funding agencies, copies of letters addressed to such agencies and replies received from them  Yes  No
8. A certificate from Air India indicating the cost of air fare by economy class by shortest route. (in original)  Yes  No
9. Quotation for visa fee charges  Yes  No
10. Quotation for medical insurance charges  Yes  No
11. Registration fee for the program (Brochure enclosed)  Yes  No

**List of documents to be produced for claiming travel grant after participating in the programme**

1. Traveling allowance claim of Anna University duly filled in  Yes  No
2. Copies of the flight tickets and invoice (duly certified)  Yes  No
3. Original boarding passes  Yes  No
4. Passport copy with Immigration seal  Yes  No
5. Original receipts for VISA Fee (duly certified)  Yes  No
6. Original receipt of the Registration Fees along with mode of payment to be enclosed (duly certified)  Yes  No
7. Original receipts for the accommodation along with mode of payment to be enclosed (duly certified)  Yes  No
8. Original receipts for Conveyance charges (duly certified) (Please mention the places)  Yes  No
9. Original receipt for Travel Insurance (duly certified)  Yes  No
10. Participation Report  Yes  No
11. Any other relevant documents  Yes  No