Check List for TA Claim / Settlements of Students

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| **TA claim form must be filled by the student in detail (all columns) and should be signed by the Research Supervisor and Chair of the Dept/Centre with Signature and seal, Place and date (with Bank A/c No. & IFSC code of the student)** |
|  | **Documents to be attached with the TA Claim** | **Yes/No** |
| **1** | **Academic Sanction letter** |  |
| **2** | **Invitation letter and participation certificate** |  |
| **3** | **Self-declaration on AIR Travel** |  |
| **4** | **Travel invoice with original Boarding pass / Train tickets (as applicable)** |  |
|  | (Authorized Agencies: IRCTC, Ashok Tours & Travels, Balmer Lawrie) |  |
|  | (The student must return as soon as the conference is completed) |  |
| **5** | **Domestic Travel** |  |
|  | Bills for travelling from IISc to Airport, Airport to conference place & back |  |
| **6** | **Accommodation Charges (Conference days plus1 day before & 1 day after)** |  |
|  | Tax Invoices, Payment receipts and Bank statements |  |
| **7** | **DA (Conference days plus one day before and one day after, provided the student is on duty)** |  |
|  | Per diem is calculated on the rates (country-wise) |  |
| **8** | **Registration Fees** |  |
|  | (Invoice with payment proof/credit card statement or bank statement) |  |
| **9** | **Visa** |  |
| **10** | **Travel Insurance** |  |
| **11** | **Poster Printing Charges (Only for PMRF & Private Funding)** |  |
| **12** | **Others, If any, like Baggage charges, Covid test, etc. (proofs have to be submitted)** |  |

**Further, I understand that the following items are not admissible for reimbursement, and no such expenditure is claimed in this claim.**

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| **1** | **Sim card charges (Local/International)** |  |
| **2** | **Local (Day pass/ Weekly pass) travel from place of accommodation to conference** |  |
| **3** | **Any claim without bills except DA** |  |

**Please Note: All the bills must be submitted in original for claiming reimbursement/ settlements along with this updated checklist.**

**Any comments like not claiming Accommodation, DA, etc., must be mentioned on the TA claim form with reasons for**

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| **Counter Signed By Faculty Advisor** | **Signature of the Student** |
| **The Chair of the Department** |