

Check List for TA Claim / Settlements of Students

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 plus 1 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.

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

Counter Signed By Faculty Advisor

Signature of the Student

The Chair of the Department