

Check List for TA Claim / Settlements of Students

TA claim form has to 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 & Seal, Place & Date (with Bank A/c No. & IFSC code of the student)		
	<u>Documents to be attached with the TA Claim</u>	Yes/No
1	TA form (applicable for students)	
2	Academic Sanction letter	
2	Invitation letter & Participation certificate	
3	Self - Declaration	
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 and submit the claim within 30 days)	
5	Domestic Travel	
	Bills for traveling from IISc to Airport, Airport to conference place & back	
6	Accommodation Charges (Conference days plus 1 day before & 1 day after)	
	Tax Invoice, Payment receipts and Bank statements	
7	Per-diem is allowed to the students who is actually on duty as per Reference - 6 vide Registrar's circular no. R(Regr)/IISc/TA Rules/2020 dated 29 th July 2020 (Rules for International Travel Expenses) according to Daily Allowance rates pertaining to various countries (Entitled for Conference days plus 1 day before & 1 day after @75% of eligible claim).	
8	Registration Fees	
	(Invoice with payment proof/credit card statement or bank statement)	
9	Visa Charges	
10	Travel Insurance	
11	Poster Printing Charges	
12	Others, if any, like Baggage charges, Covid test etc. (proofs has 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 Per-diem/DA	

Please Note:

1. All the bills must be submitted in original for claiming reimbursement/ settlements along with this updated check list
2. TA claim sheet, Self-Declaration and TA Rules in this regard is attached here with.

Any comments like not claiming Accommodation, Per-diem/DA etc. has to be mentioned on the TA claim form.