Check List for TA Claim / Settlements of Students

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| **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)** | | |
|  | **Documents to be attached with the TA Claim** | **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 plus1 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 29th 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.**

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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 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.**

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| **The Chair of the Department  (**Counter Signature with seal) | **Signature of the Faculty Advisor** | **Signature of the Student** |