

Utkal University
Application Format for Travel Grant under WB-OHEPEE

Applicant details		
1.	Name	
2.	Designation (In case of Scholars/ Fellows mention nature of Fellowship, PhD registration no., etc.)	
3.	Department	
4.	Contact details (E-mail, Mobile)	
5.	Date of birth	
6.	Sex	
Conference/seminar/meeting/workshop details		
7.	Details of the Conference/Seminar/ /Meeting/ Symposium/ Workshop etc. where the paper is to be presented	
	Name/Title of the Conference	
	Venue of conference with country	
	Date(s) of conference	
	Broad theme(s) of conference (attach brochure)	
	Name and address of the organising/convening Institution (including Telephone numbers, e-mail address and web-site address, brochure)	
8.	The role of the applicant in the conference / symposium etc.	
	a) Presiding/chairing a Session b) Delivering a plenary /invited lecture c) Presenting a paper (Attach documentary evidence along with a copy of the full text of the lecture/talk for a & b; attach abstract & full paper for c)	
9.	Details of the paper accepted for presentation (Attach photocopy of the letter of acceptance by the organizers)	
	Title of the paper	
	Nature of acceptance (Abstract/Full paper, mode of presentation etc.)	

Financial assistance required		
10.	Detailed item-wise particulars of the financial assistance required	
	Registration Fees (if any)	
	Visa Fees (if applicable)	
	Airfare (both ways) by Economy class	
	Accommodation Expense (if not included with registration fee)	
	Miscellaneous Expenses including conveyance	
	Others (Specify if any)	
	Total	
11.	Detailed item-wise particulars of the financial assistance already received or to be received from other sources	
	Details of the Govt. and other sponsorship/assistance/funding availed for attending seminar/ conference/ symposium etc. in the last 3 years prior to the date of the present conference/seminar etc? If 'YES' give the details of the conference, dates, venue, financial assistance received, how funding was arranged, etc.)	
13.	The benefits expected to be derived by virtue of attending the event.	
14.	Any other information the applicant would like to give in support of the case.	

I hereby declare that all the particulars given in this application are correct. If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to the University.

Date:

Signature of the Applicant

Guidelines for Travel Grants Assistance under WB-OHEPEE Programme of Utkal University

Introduction

The primary objective of 'Travel Grants Assistance' under WB-OHEPEE is to provide financial support to bonafide Research Scholar/Fellows (including RA/PDF), permanent faculty, librarians and Vice-Chancellor of Utkal University for presenting their accepted research papers/articles (oral/poster); delivering keynote/invited lectures or for chairing a session at national/international conferences/seminars; participating workshops. Besides attending conference/symposia/workshop etc., faculty and students/research scholars can also apply for financial assistance to undertake academic exchange/improvement programme for enhancing their skills.

- The application in prescribed format along with enclosures should reach to the concerned section well in advance, preferably 6-8 weeks before the conference date/programme or date of travel for attending the event.
- Preference will be given for attending the seminars / conferences etc. organized by reputed national and global universities/institutions/research organizations/ think tanks/ professional bodies over others.
- Normally each faculty/scholar will be allowed to apply only twice (one national and one international) within the tenure of the programme. While approving the assistance, priority will be given to the applicants who have not availed the grant from the university and/or have the maximum gap between the application and the assistance last availed. The nature of assistance may be in part or full depending on the available funds and the number of applications.
- Submitting the application doesn't guarantee of approval of fund. The funds will be allocated as per availability of fund. The decision of WB-OHEPEE unit shall be final and binding.

Nature of Financial Assistance

1. *National/International conference/ workshop/academic programme etc. (within India):*

- (i) The assistance will cover admissible expenditure such as travel by bus, train as eligibility class (not above AC II tier), registration fee, daily allowance for boarding and lodging during the travel and seminar/conference/workshop period subject to the maximum ceiling of Rs. 30,000/- (for faculty) and Rs. 20,000/- (for Research Scholars/Fellows). DA will not be paid if local hospitality and accommodation is included in Registration fee.

- (ii) Prior approval of Vice Chancellor (VC) is required for grant of Air fare in economy class. If travelled by air without approval of VC, the train fare in the eligibility class shall be given

2. International conference/ workshop/academic programme etc.(outside India):

- (i) Funding support towards registration fee (maximum Rs. 30,000/- for faculty Rs. 25,000/- for students), return air fare by shortest route in economy class, daily allowance (per diem) for boarding and lodging during the travel and conference period. DA will be given for the actual number of days of the conference attended plus two days for travel period as per rates given below. No DA is admissible for additional stay/halt at the place of conference or anywhere.

Daily allowance (Per Diem) for faculty/ Scholar

- All Asian Countries except China, Japan, South Korea, Singapore, Hong Kong, Taiwan: USD 60
- China, Japan, South Korea, Singapore, Hong Kong, Taiwan and African countries: USD 75
- Countries from Europe, North & South America, Australia, New Zealand: USD 100

Documents to be submitted:

- a) A brief report with attendance certificate.
- b) Claim form enclosing the following vouchers:
- Counterfoils of the international air ticket (indicating the amount paid) with boarding pass. Counterfoil of the rail/ air ticket for domestic sector (indicating the amount paid.)
 - hotel vouchers; (proof of payment)
 - copy of the receipt of registration fee paid;
 - copies of letters of grants received from all other sources; (if any)
 - copy of voucher for purchase of foreign exchange (if any);