

Harish-Chandra Research Institute
Chhatnag Road, Jhansi, Allahabad-211019

Date:-----

Application Form for Foreign Travel Advance

1. Name in full:
2. Designation:
3. Block Year in which Foreign Travel is to be availed of:
4. Name of Institute with City & Country to be visited.

Sl. No.	Institute	City	Country	Date
1.				
2.				
3.				
4.				

5. Proposed date of journey and mode of travel including approx. amount:

Departure		Arrival		Travel By Air / Train	Hotel / Other Charge	Approx. Amount
Date	Place	Date	Place			
				Total Rs.		

6. Amount of Advance Requested subject to 90% of estimated expenditure Rs.-----

Amount in words -----)

7. Block Year in which foreign travel grant has been last availed of (if any) details there of areas under:
 - (i) Advance last taken in the block year -----
 - (ii) Already submitted and settled on-----
 - (iii) Will be submitted by-----

8. Certified that I will not claim travel support from any other source.

9. If I find support from any other source, then the above advance will be returned to HRI immediately. Please arrange to pay a sum of Rs.-----as foreign travel advance which will be settled on my return. A copy of the invitation letter is enclosed herewith.

10. Leave Applied from-----to-----type of leave-----

Signature of Applicant

Encl: As above

Recommendation of the foreign travel Committee

Declaration by recipient

I promise to submit the following documents at the time of adjustment of my foreign travel advance:

1. Copy of prior sanction of Director HRI for foreign visit.
2. Local a/c payee cheque in favour of HRI Allahabad towards balance of advance taken for the aforesaid purpose.
3. Original jacket of air ticket.
4. Bill of travel agent and payment proof (receipt by travel agent /paid cheque or draft number, date and amount etc.)
5. Copy of passport having details of journey undertaken.
6. Visa fee receipt.
7. Rly. Ticket in original for within India travel in connection with foreign visit and obtaining Visa etc.
8. Medical Insurance premium voucher in original.
9. Registration fee. Conference fee/receipt in original.
10. Taxi bills /hand receipts for travel outside India.
11. Lodging bills if any, in case of approved trips for attending /lecturing at a conference, or workshop etc.
12. Any other bill/receipt in original.
13. Copy of claim for financial support from sponsors, if any.
14. Details of financial receipts from sponsors, if any.
15. Tour Report

Date-----

Signature of the Recipient

Foreign Travel Money already availed Rs.-----

Foreign Travel Money left Rs.-----

(Accounts Officer)

P.S. : Indemnity Bond or PDF and Students enclosed.

Foreign Travel advance of Rs.-----

Sanctioned and leave applied for is granted.

Registrar / Director

FOR OFFICE USE ONLY

Passed for payment of Rs.----- Noted on page No.:-----

(Amount in words-----) of Foreign Travel Register

Note: Advance can not be drawn before 30 days of actual date of travel.

Accounts Officer

Registrar

Director

Received payment of Rs.-----

Signature of Recipient

By cheque/cash