



2nd Floor, AU Engineering College Main Block, Andhra University,
Visakhapatnam – 530003, Andhra Pradesh, INDIA

APPLICATION FORM FOR STUDENT'S TRAVEL GRANT (STG)

I. Personal Details			
Name	Degree / Year	Date of Birth	Roll No.
Department :	Date of Joining:	Likely date of completion:	
Hostel:	<i>Must register at least one semester after his return</i>		
Permanent Address	Mobile Phone:	Personal Email:	
II. Event Details			
Paper Title			
Authors :			
Conference Name(in full):	City:	Country:	
Event Start Date:	Event End Date:		
Travel Start Date:	Travel End Date:		
III. Foreign travel particulars (Enter details of foreign travel made in the last 3 years)			
Year	Country visited	Name of the Event	Funding Agency
IV. Support Status (Indicate support available from IIPE and other sources) (use separate sheet, if space is inadequate)			
Type of Support	Funding Agency	Amount Sanctioned	
Travel			
Local Hospitality			
Registration			
Others specify:			

V. Expenses	
Estimated Air Fare	
VI. Passport details	
Passport No.:	Validity:
VII. Any other remarks you may wish to make	
VIII. CERTIFICATE	
<p>I certify that (a) the details given above are correct (b) if the information supplied is found to be incorrect on later date I shall reimburse the entire money to IIPE, Visakhapatnam, (c) the money received will be used for the purpose for which it is sanctioned, (d) in case full airfare is received from the organizers or any other agency I shall pay back the amount granted under the Travel Grant Program, and (e) I shall abide by the decisions of the IIPE, Visakhapatnam.</p>	
Place	
Date	(Signature of the applicant)
IX. Recommendation by the Supervisor	
<p>a. The candidate is fulfilling All the Qualification and Selection Criteria specified in Travel Grant Rules.</p>	
Name and Signature	
X. Recommendation by the Head of the Department	
Signature of HoD	

XI. Recommendation of the Selection Committee

Associate Dean (R&D)

Associate Dean (Academics)

Associate Dean (International Affairs)

Associate Dean (Student Affairs)

HoD of Department

XII. Documents to accompany

1. One copy of the completed application form
2. Evidence in support of acceptance of paper for presentation in conference on the letter head/official email of the organizer.
3. Evidence to show that the applicant is receiving partial travel support from Institution/other sources (other than personal sources), if applicable.
4. For avail this scheme prior approval is required before attending the conference.
5. Reimburse of Travel (tickets and Boarding pass) and D.A (includes boarding, lodging, local travel, food bills & miscellaneous expenses) in appropriate form should be submitted within 1 month after returning from the Conference as per IIPE, Visakhapatnam.