



DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009
(Formerly Delhi College of Engineering)
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

Month & Year

To

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Delhi Technological University
Shahbad Daulatpur
Bawana Road, Delhi-110042

Application for Travel Grant (For Travel Abroad)

(Through Proper Channel)

Name & Designation	
Employee Code	
Department	
Name/Subject/Topic of Conference(s) /Workshop(s)	
Your role in Conference(s) /Workshop(s) Chairing a Session / Organising /Co-ordinating or convening a Session / Presenting an invited/ contributed paper/participating in a poster session (please specify)	
Place(Country) and Duration of Conference(s) /Workshop(s)	
Travel schedule (full details)	
Name(s) of Co-author (s), if any Along with affiliations	
	<i>Contd.....</i>

<p>If the Proposed tour includes any other type of academic programme(s)</p> <p>(a) Date of such programme(s)</p> <p>(b) Venue(s) of such programme(s)</p> <p>(c) Organization(s) concerned</p> <p>(d) Nature of such programme(s)</p>	
<p>If some financial support for attending the proposed conference(s) and / or other programmes has already been assured or is expected:</p> <p>a) Support : Expected/assured/already received</p> <p>b) Source of financial support</p> <p>c) Amount of financial support.</p> <p>d) Items (s) covered by financial support : Salary/honorarium/travel expenses (whole)/travel expenses (Part)%_____/living expenses/ registration fee/others (Please specify)</p>	
<p>Details of Last attended conference/Workshop/journey abroad availing grant from DTU:</p> <p>(a) Date, month, and year</p> <p>(b) Grant Amount</p> <p>(c) Date of adjusting the suspense</p>	
<p>Leave without pay (More than 2 months) taken during the last 4 years</p>	
<p>Plan :</p> <p>(A) Airport expenses: Rs.</p> <p>(B) Registration Fee: Rs.</p> <p>(C) Living Expenses: Rs</p> <p>During conference @ Rs. for days : Rs</p> <p>During Journey @ Rs. For days : Rs.</p> <p>Total : : Rs.</p>	

DATED:

(Signature of the Applicant)

Please attach the following:

1. Conference Announcement/Brochure/any other document containing information on Registration fee, arrangements for accommodation etc., with tariff etc.
2. Letter of invitation/letter of acceptance of paper for the conference.
3. Letter(s) from DTU-co-author(s) stating his/her/their non participation at the conference.
4. Abstract/ full text of the Paper(s) to be presented at the conference.
5. All letters of invitations for visits, lectures, seminars or other academic work during the proposed tour.
6. All letter assuring/declining/keeping in abeyance financial support for any part of the proposed tour.
7. Statement from Air-India/ Travel Grant giving the fare structure for the proposed tour.