

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

**ALICATION FORM FOR STUDENT’S TRAVEL GRANT (STG)**

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| **I. Personal Details** | | | | | | | | | | | |
| Name | | | | Degree / Year | | | | Date of Birth | | | Roll No. |
|  | | | |  | | | |  | | |  |
| Department : | | | | Date of Joining: | | | | | | | Likely date of completion: |
| Hostel: | | | | *Must register at least one semester after his return* | | | | | | | |
| 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: | | | | |  | | | |  | | |

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| --- | --- |
| **V. Expenses** | |
| Estimated Air Fare |  |
| **VI. Passport details** | |
| Passport No.: Validity: | |
| **VII. Any other remarks you may wish to make** | |
|  | |
| **VIII. CERTIFICATE** | |
| 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.  Place  Date (Signature of the applicant) | |
| **IX. Recommendation by the Supervisor**  a**.** The candidate is fulfilling All the Qualification and Selection Criteria specified in Travel Grant Rules.  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.