

Protocol to be followed by students for Conference visit/ workshop/ Field Trip

Sr. No.	<u>Steps to be followed</u>
1.	Before leaving the campus
(a)	<p>Submit the filled “Travel Grant Application Form for participation in an International Conference/ National Conference/ Workshop/ Field Trip” to the SPS office.</p> <p>Checklist of the documents which must be attached along with Conference form: -</p> <ol style="list-style-type: none">1. Completed application form.2. A copy of letter of acceptance from the organizer for presenting a paper.3. A copy of abstract of the paper to be presented by the applicant at the event.4. Detailed announcement poster and technical program of the event (Please attach photocopy of the announcement and indicate web site address).5. Reasons for attending the National conference/international Conference/Field Trips etc. by the Research Supervisor and TA supervisor.6. For international conference, flight tickets (economy class) in case of foreign visit. <p>Note: For booking Air tickets: The tickets should compulsorily be purchased from any of the following three authorized Travel agents (As per GoI Notification No. 19024/03/2021-E.IV dated 16th June, 2022) viz: (i) M/s Balmer Lawrie & Company Limited (BLCL) (ii) M/s Ashok Travel & Tours (ATT) (iii) Indian Railway Catering and Tourism Corporation Ltd. (IRCTC)</p>
(b)	<p>After the recommendation from Chairperson, SPS, the form will be sent to the Dean (Academics) office.</p> <p><i>Time line: This process usually takes about 1.5 weeks (working days).</i></p>
(c)	<p>The Office order will be issued after the approval from Chairperson, SPS.</p>

(d)	<p>Additional Information (for temporary advance):</p> <p>If the student applies for temporary advance: The student must submit a duly filled “Request for Temporary Advance Form” following the issuance of the Office Order. The form must explicitly specify the requested amount and include all relevant supporting documents, such as travel tickets, boarding passes etc. The completed Advance Form must be verified by the designated Ph.D. supervisor and then will be approved by the School Chairperson. Upon obtaining these endorsements, the form will be submitted to the Dean of Finance for processing.</p> <p><i>Note: The disbursement of the advance amount to the student’s account typically requires a considerable processing time, often ranging from 3 to 4 weeks. Therefore, while applying for temporary advance, the students are advised to submit the “Travel Grant application form” at least 45 days prior to their scheduled departure for the conference to ensure timely processing.</i></p>
(e)	<p>Upon receiving the Office Order, the student must submit the Official Leave Form for the conference/workshop visit, attaching the Office Order as formal proof of approved leave.</p> <p><i>Timeline: This official leave form, along with the office order, must be submitted to the school office at least 3 to 4 days prior to departure for the conference.</i></p> <p><i>Note: The leave duration must be reasonable and justified as it should cover only the necessary number of days required for travel to and from the event location in addition to the days of the conference itself. For example, if the conference is being held at IIT Ropar, in addition to the days of the conference itself, the student may be granted one day of leave prior to the event for travel and one day following the conclusion of the conference to return to the IIT Mandi campus, based on reasonable travel requirements.</i></p>
2.	<p>After returning from the conference</p>
(a)	<p>The student is required to submit the completed “TA Bill for Tour Form” (Form No. IITM/1), duly signed by the concerned supervisor, within 30 days of arrival on campus. In case, the temporary advance is availed, the above filled form is required to be submitted within 15 days along with settlement of advance form.</p> <p>Requests submitted after this deadline will not be entertained under any circumstances.</p> <p><u>Checklist:</u></p> <ol style="list-style-type: none"> 1. TA Bill for Tour Form (Form No. IITM/1)

2. *Original travel-related receipts and proofs: This includes all travel bills, registration fee invoices, accommodation charges, meal bills, flight tickets and boarding passes (mandatory for international conference visits). Each Bill/ document must be self-attested by the student, indicating whether the payment is to be reimbursed to the vendor directly or has been paid personally by the student, along with corresponding payment proofs.*

3. *Office Order*

4. *Settlement of Advance Form (if an advance was obtained prior to the conference)*

Note: *Following points need to be taken care of, in case of settlement of advance:*

- *If the total expenditure incurred during the conference exceeds the advance amount granted, reimbursement will be limited to the remaining balance within the approved amount of contingency Fund allocated before the conference. For example, if the advance taken was INR 20,000 from a INR 25,000 contingency allocation Fund and the actual expenditure is INR 30,000, the student will only receive reimbursement up to INR 5,000 (or the remaining balance within the contingency limit of INR 25,000).*
- *Conversely, if the actual expenditure is less than the advance amount, the student is required to refund the unspent portion along with payment proof attached to the Settlement of Advance Form. For instance, if INR 20,000 was advanced and only INR 15,000 was spent, the remaining INR 5,000 must be returned to the institute by attaching payment proof along with the settlement of advance form.*

Note: *The advance amount must be spent judiciously and prudently during the conference visit. The advance settlement requires furnishing all valid original bills and receipts for travel, meals, registration fees, and other related expenses after returning from the conference.*