

F.No. IIITD/ACAD/PhD/travel/2015/19163

3rd Dec, 2015

Office Order No. 77/2015

Sub: Travel Budget Guidelines for PhD Students

Revised travel guidelines for PhD students are notified as under:

1. A PhD student is allowed a budget of Rs.1.50 Lakh during the duration of the program for conference travel, in addition to the contingency funds he/she gets. For conference travel, a student can use support from other sources (e.g. contingency, project, grant from conference, PDA of the supervisors (subject to prior concurrence), DST/DEITY/AICTE/UGC/... grant, corporate support, etc.) to cover part of the cost, and the rest from this budget of Rs.1.50 Lakh. Hence, a student can do as many travels as he/she can manage within the available funds. If a paper is in Core A* conference, an additional budget of Rs. 50K can be provided which will be subject to prior approval of PGC / Director.
2. Generally, a support letter which will indicate support up to 50% of travel cost will be provided to student in order to seek support from other agencies. However, if support from other agencies is not available despite best efforts, then funds available under this travel budget can be utilised.
3. The travel budget is available to all students, regardless of whether they have travel support from their funding agencies (e.g. TCS Fellowships). However, the students with external funding will have to first utilize the travel support provided by the respective funding agency before this budget can be utilized.
4. The budget can be utilized for reimbursement of expenses on:
 - i. Travel, TA/DA,
 - ii. Registration fees for presenting papers at conferences, seminars, workshops,
 - iii. Publication charges for journal papers.

5. Limit of expenditure for national & international travel shall be as under:

| Particulars | National Travel | International Travel |
|---|---|--|
| Travel | AC-II Tier (actual) | Economy Class |
| Per Diem (accommodation & food)-one day prefix and one day suffix | Rs.2500/- per day (DA will be limited to Rs.1000/- per day) | US \$100 per day (or equivalent for other currency). DA would be admissible at the rate of US \$50 in cases where accommodation is sponsored. DA will be limited to 7 days, unless prior special permission is obtained. |
| Local Travel (including road mileage-travel from railway station to venue and back) | Rs.1000/- per day | |

6. Reimbursement Process:

- a. Students, who have availed only one International travel before the issuance of this Office Order, can be allowed up to Rs.1 Lakh under the new travel budget.
- b. Request for reimbursement of expenditure will be made by the student on the prescribed Form (http://www.iiitd.ac.in/form_docs) submitted through PI/Adviser to Academic Section.
- c. The PI/Advisor will forward request to Academic Section who will forward request to PG Chair. The approval for advance / additional budget will be accorded by the Director.
- d. Academic Section will forward request to F&A Section for advance/settlement of advance/reimbursement.
- e. For all purposes Academic Section will be the point of contact.

This supersedes office order No. 177/2014 dated 13th June, 2014.


(Ashwani Kumar Kansal)
Registrar

Copy for information/necessary action to:

1. All PhD students
2. Academic Section
3. F&A Section
4. Office Order file
5. PS to Director