


IITM/IP/TRP/05

TRAVEL REIMBURSEMENT POLICY

- 1.1 **Local Travel:** Faculty/ staff deputed for official duties shall be reimbursed the actual travel expenses/ fare incurred upon submission of supporting documents and/or claim proforma.
- 1.2 **Travel within India:** Faculty members who are deputed to present Research Papers in National/International conferences or seminars, provided that their research papers have been accepted for offline presentation and contain the full name and address of the Institute (IITM), shall be entitled to reimbursement for return journey fare limited to AC 2 Tier by Train or bus fare upon submission of supporting documents. In the case of joint papers or multiple authors, only one author shall be entitled to the travel grant.
- 1.3 **Travel outside India:** Faculty members deputed to present research papers in international conferences/ seminars upon acceptance of their research paper for offline presentation and containing the full name and address of the Institute (IITM), shall be entitled to seek financial grants for travel from AICTE/ UGC/ CSIR/ GGSIPU, etc.


Prof. (Dr.) Rachita Rana
Director

