**Requisition by the Applicant**

1. **Basic details**

|  |  |  |
| --- | --- | --- |
|  | Applicant’s Name |  |
|  | Role in project | <Faculty / Student> |
|  | Institution |  |
|  | Type of Institution | <LIN/PIN> |
|  | Travel Sector | <From – via - To> |
|  | Travel Date | <From Date> - <To Date > |

1. **Conference and Collaboration Details**

|  |  |  |
| --- | --- | --- |
|  | Conference Name: |  |
|  | URL |  |
|  | About Conference |  |
|  | Conference Dates |  |
|  | Conference Venue |  |
|  | Paper Title: |  |
|  | Author and Co-Authors |  |
|  | Collaboration Details |  |
|  | Expected Outcome of the visit (2 paras): |  |

1. **Financial Assistance Sought from ITRA:**

|  |  |  |
| --- | --- | --- |
| S. No | Item | Amount (in Rs.) |
| 1. | Air Travel |  |
| 2. | Visa Charges |  |
| 3. | Hotel |  |
| 4. | Per-diem |  |
|  | **Total** |  |

(Conversion Rate, <*eg.1 USD = Rs. 60.00*>)

1. **Undertaking:**
2. I have read ITRA guidelines for international travel support.
3. Financial assistance sought from ITRA is in line with the supported budget categories and guidelines issued by DeitY, as available on [ITRA website](http://itra.medialabasia.in/?page_id=2496).
4. I shall submit a Tour Report to ITRA within 2 week of my return.

Date:

(Signature of Applicant)

**Endorsement by the Team**

1. We recommend travel of <***Applicants Name***> to <***Conference Name***>. We also endorse the following:
2. The paper is based on the work done under the project.
3. The conference is an ITRA listed conference.
4. Breakup of the number of international travels undertaken, so far, by the team, **using ITRA funds** is as follows:

|  |  |  |
| --- | --- | --- |
| **# of supported** ▼ | **Current (Project) Year** | **Overall** |
| **Students** |  |  |
| **LIN Faculty** |  |  |
| **PIN Faculty** |  |  |
| **Total** |  |  |

1. Status of international travel funds in the project:

(in INR Lakhs)

|  |  |
| --- | --- |
|  | Amount |
| **Total sanctioned amount for International Travel** |  |
| **Amount utilized till date for International Travel** |  |
| **Remaining amount** |  |

1. Signatures of **one PI from each institution**:

|  |  |
| --- | --- |
| (Name and Signature) | (Name and Signature) |
| (Name and Signature) | (Name and Signature) |
| (Name and Signature) | (Name and Signature) |