

INDIAN INSTITUTE OF TECHNOLOGY MADRAS
ACADEMIC SECTION(RU)

Ref: F.ARU/R4/2016

Date: 26.02.2016

Sub: To enhance the local conveyance – MS/PhD Scholars
attending National & Intl. Conference - Reg

The following revised guidelines come into effect from 18th February 2016 as approved by BAR in its meeting held on 9th February 2016

GUIDELINES FOR NATIONAL OR INTERNATIONAL CONF. WITHIN INDIA

Maximum of 2 conferences per calendar year. The split up details of the expenditure is as follows.

Outside Chennai

Budget Head	Eligibility	Remarks
Registration fees	Max upto Rs.5000/-	As approved by 125 th BAR dated 13.10.15
Travel	Train II Tier AC (From Chennai to the nearest railway station of the conference venue by the shortest route)	As per actuals on production of copy of ticket. In case the Scholar travels by flight or any other mode, the reimbursement should be actual subjected to an upper ceiling of 2 Tier AC Train charges. Boarding pass to be produced in case of air travel.
Local Travel (at Chennai and the venue of the conference)	4 trips for the whole duration of the conference by Auto/Taxi/Bus (IITM to Railway Station/Airport and return, and railway Station/Airport to Conference venue/place of stay and return)	As per actual subjected to an upper limit of Rs.500/- per trip on production of bills/self certification.
Lodging	Hostel/Guest House/Hotel for the conference days plus one day each prior to and after the conference days	Actuals subjected to a ceiling of Rs.1000/- per day in A1 and A class cities, and Rs.750/- per day in other cities on production of bills.
Per diem	The conference days plus one day each prior to and after the conference days.	Rs.500/- per day (No bills required).
Poster charges	One poster	Maximum amount of Rs.1500/- per poster on production of bill.

Within Chennai and Outskirts (Within 40km from IIT Madras)

Budget Head	Eligibility	Remarks
Local Travel (IITM to the	Taxi/Auto/ Bus	Up to a maximum of Rs.1500/- per

venue of the conference)		day for only the conference duration. This includes return travel also. Reimbursement will be on production of bill.
Per diem	Only for the conference days	Rs.500/- per day (no bills required)
Lodging	Not applicable	

Note: In case the Scholar proceed on leave before/after the conference, the per diem is not allowed for the days on leave. The travel reimbursement will be restricted to the 2 AC tier Train fare from Chennai to the nearest railway station to the conference venue by the shortest route.

Other Terms and Conditions

1. The travel advance taken, if any, has to be settled within 30 days of completion of the Journey.
2. If the travel is cancelled, and if the scholar has taken advance from the Institute, the advance has to be returned within 30 days. In case the scholar fails to settle the advance within 30 days from the date of cancellation, the amount of advance may be recovered from the Assistantship.
3. In case the actual expenditure exceeds the upper limit, the Doctoral Committee can recommend it on case to case basis under special circumstances only if attending such conference/workshops will benefit the scholar in his/her research.
4. In case the purpose of the travel is for data collection/lab visit for conducting experiments or meeting with peers for research discussion, the scholar will be permitted to travel within India and the entitlements will be the same as that of conference travel within India. However, the maximum number of days permitted for DA/lodging will be limited to 10 days (including travel and stay) in such cases.

Outside India

Maximum of 1 conference during the study period (for MS upgradation twice for MS/Ph.D). The total expenditure (including the air charges) should not exceed Rs.1,50,000/-. The split up details of the expenditure is as follows.

Budget Head	Eligibility	Remarks
Travel	Air India (from Chennai to the airport nearest to the conference venue).	As per actuals on production of copy of ticket. Boarding pass to be produced..
Local Travel (at Chennai and the venue of the conference)	4 trips for the whole duration of the conference by Auto/Taxi/Bus (IITM to Railway Station/Airport and return, and railway Station/Airport to Conference venue/place of stay and return)	As per actual subjected to an upper limit of Rs.500/- per trip on production of bills for travel at Chennai and as per actuals for travel abroad. At abroad, if the distance to conference venue is more than 20 km from the nearest airport, the Shuttle/Bus Service should be availed. Reimbursement will be upon production of bills.
Lodging	Hostel/Guest House/Hotel for the conference days plus two days(one day each prior to and after the conference days)	Actuals subjected to a upper ceiling of US \$ 100 per day on production of bills.

Per diem	The conference days plus two days (One day each prior to and after the conference days).	US \$ 50 per day (No bills required).
Visa Charges	Actual Visa fee	Actuals on production of receipts.
Travel within India for Visa facilitation / interview	Train II Tier AC (from Chennai to the nearest railway station of the consulate / embassy).	As per actual on production of copy of ticket. In case the Scholar travels by flight or any other mode, the reimbursement should be as actual subjected to an upper ceiling of 2 Tier AC Train charges. Boarding pass to be produced in case of air travel. Lodging and per diem as per the National conference travel entitlement.
Travel Insurance charges	Actual Cost	Actuals on production of receipt.
Poster charges	One poster	Maximum amount of Rs.1500/- per poster on production of bill.

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Sd/
Jt.Registrar(RES.UNIT)

To

All HoDs/DR(F&A)

Copy to: All Scholars by email