



RUSA 2.0, Osmania University



INTERNATIONAL TRAVEL GRANT - GUIDELINES

Permanent faculty of the University Departments traveling overseas for presenting a research paper in International conferences / seminars organized by universities / recognised professional bodies shall be entitled for the following financial claims.

- a) **Conference Registration** - 100 % of the actual amount paid towards Registration
- b) **Visa Fees** - 100 % of the actual amount paid towards Visa Fees
- c) **Airfare** - 75 % of the actual amount paid towards online booking of the ticket directly with the airline or through a travel portal, subject to a maximum of Rs. One Lakh only.
Tickets booked through travel agents shall not be considered.
- d) **Perdiems** – Perdiems for a maximum of 3 days as per the Government of India guidelines for different countries visiting. The perdiems shall be towards costs for boarding, lodging, local transport and other incidentals, all inclusive.

He / She must submit the following supporting documents along with the claim for the participation expenses:

- a) Permission from the University (NOC for obtaining VISA, On-duty leave letter etc.)
- b) Participation / Attendance certificate from organizers
- c) A certificate from the head of the department that the paper has been presented in the department for the benefit of faculty and students
- d) A brief report on the conference attended
- e) TA bills along with the tickets (Fully Vouched Contingent Bill)
- f) The bills must be submitted within one week after attending the conference
- g) Bills should be forwarded by the Head and Principal of the College

Note: 1. The International Travel Grant shall be given only once per person during this RUSA 2.0 Project.

2. The decision of the Board of Directors of OU Idea Labs Foundation is final to accept or reject the application.
