NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
WARANGAL – 506004, TELANGANA - INDIA
राष्ट्रीय प्रौद्योगिकी संस्थान वरंगल
वरंगल - 506004, तेलंगाना - भारत
(An Institute of National Importance under the Ministry of Education, Government of India)

CLAIM FORM

STANDARD FORMAT-M-7(b)

To
The Dean (Academic),
NIT Warangal.

Date: _____

(Through Proper Channel)

Sub: Request for Reimbursement of Registration Fee, Travel Expenses, and Other costs – Reg.

Ref: Order No & Date. _____

Respected Sir,

I, _____ Roll No._____ Ph.D (Full-time) ☐ /(M.Tech ☐ / MCA ☐ / MBA ☐ / M.Sc.(Tech) ☐ Scholar/student, currently studying in [Year] _____ and [Semester] _____ working under the Guide /supervision of _____ in the Department of _____, hereby request reimbursement for the Registration Fee, Travel Expenses, and other associated costs incurred while attending the National ☐ / International ☐ Conference titled _____. The conference was held from _____ to _____ at _____. During the conference, I presented my research paper titled "_____".

Previous claims	3rd & 4th sem.	Rs.
	5th & 6th sem.	Rs.
	7th & 8th sem.	Rs.
	9th & 10th sem.	Rs.
Total:		**Rs.**

Present expenditure are as follows:

1.	Registration Fee	Rs.
2.	Per-Diem Allowance	Rs.
3.	Traveling charges (by Train (AC-3T)	Rs.
	Total:	**Rs.**

Bank Account No.	:	
IFSC code	:	
Name of the Bank and Branch	:	

Mobile No. _____
Email ID. _____
_____

I confirm that I attended and presented my research paper at the above-mentioned conference, with prior approval from the Dean (Academic). The following documents are enclosed (√ indicates enclosed herewith).

1. Original Order ☐ 2. Registration Fee receipt ☐ 3. Travelling Bills (Tickets) ☐ 4. Copy of the Paper presentation certificate ☐ 5. Copy of Bank passbook / Account details ☐

Signature of the Candidate

UNDERTAKING

I hereby confirm that I have not received any financial support for attending the conference from any other source, organization, or agency. If any excess payment is identified due to discrepancies discovered at later stage. I commit to repaying the excess amount to NIT Warangal either through adjustments to future payments or by other appropriate means.

Signature of the candidate

Submitted to the Dean (Academic):

It is certified that the above scholar/student attended the conference / seminar / symposia and presented their research paper(s). The claimed amount is within the approved financial limits as certified by the Dean (Academic) for a total amount of Rs. _____ (Rupees in words: _____ only). Kindly process the reimbursement as per the established norms.

Signature of the Guide/Supervisor **Signature of HOD**

Note to the Deputy Registrar (Accounts):

It is requested that the bills for the above candidate be reimbursed as certified by the Head of the Department, for an amount of Rs. _____, to meet the total expenditure under the Head of account "**Conferences/Seminars/Symposia - E-054**"

Jr. Asst. Superintendent-SG-I Dy. Registrar **Dean (Academic)**