



HIGHER EDUCATION COMMISSION

H-9, Islamabad (PAKISTAN)

Expenditure Reimbursement Form for Travel Grant to Present Paper

(FOR APPLICANTS FROM UNIVERSITIES/DAIs)

APPLICANT & EVENT DETAILS

Name of applicant		
CNIC/Passport No.		
Name of University/DAI		
Contact Details	Cell	Email:
Award Letter Approval No. and Date	No.	Date:
Paper Acceptance Ratio*		

* Ratio must be mentioned in the acceptance letter issued from the conference organizer

** Please attach a copy of award letter for ready reference

EXPENDITURE DETAILS

Item	Approved Cost (Rs)*	Actual Expenditure (Rs)	Remarks (If any)
Travel Cost			
Registration Fee			
Accommodation Charges			
Daily Allowance			
Total			

* Approved cost must be mentioned in the award letter issued from the University.

Certified that the above expenditure have been incurred by the applicant to attend the above mentioned event. It is further certified that all the codal formalities and accounting procedures/policy guidelines have been followed for the reimbursement of Expenditures.

SIGNATURE OF APPLICANT

UNIVERSITY AUDITOR
(Name and Official Stamp)

TREASURER/DIRECTOR
(FINANCE)
(Name and Official Stamp)

HEAD OF INSTITUTION
(Name and Official Stamp)

Dated:

Please ensure to attach following documents with this expenditure reimbursement form:

1. Copy of relevant pages of the Seminar/Conference Proceedings/Abstract/Journal showing author's paper
2. Program of the event showing time slot of the applicant's presentation in given time slot.
3. Acceptance letter from the Conference Organizer (Acceptance letter showing mode of presentation, Review process and proof publication "Proceedings or Abstract Book"). Further Paper Acceptance ratio must be shown in the said letter, if the acceptance ratio is up to 40%, then the applicant will be eligible for 75% reimbursement of approved cost. However, if the ratio is more than 40%, the applicant will be eligible for 50% reimbursement of approved cost mentioned in the award letter as per policy guidelines.
4. Full Text Paper presented in the attended Conference.
5. Latest CV of the applicant who attended the Conference.
6. NOC from Principal Author, if applicant is not the 1st or Principal Author.
7. Receipt for payment of Travel charges like ticket and Boarding Passes etc., accommodation, registration etc.