



**ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD 500 007**

**APPLICATION FOR TRAVEL GRANT FOR FACULTY TO PRESENT PAPER AT
INTERNATIONAL CONFERENCE OUT SIDE THE COUNTRY/ WITHIN INDIA**

(All fields are mandatory)

To
The Chairperson
Grants Committee
EFL University
Hyderabad

Sir/Madam

Photo

I would like to apply for travel grant to present a paper at the International
Conference/Seminar to be held at.....
.....from.....

1	Name	Mobile No: Email id :
2	Date of joining	
3	Department	
4	Assistance sought <i>(give full details)</i>	
	i) Registration Fee	
	ii) Air fare	
	iii) Accommodation	
	iv) Per diem	
	TOTAL	Rs.
5	Date of travel grant availed last under this scheme	
6	Any record of Disciplinary action pending/taken against him/her	<i>Proctor</i>

7	Any other relevant information	
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If the applicants travel before the sanction of the grant, it is at their own risk.

The information given above is true and correct to the best of my knowledge. I have read the rules regarding the financial assistance requested and I agree to abide by them.

Date:

Signature of the Faculty

.....
Recommendations of the Head of the Department

Signature

.....
Recommendations of the Dean of the School

Signature

The following documents to be enclosed:

1. Document about the status of the host organization
2. Three copies of the complete paper to be presented and soft copy mailed to academicsection@efluniversity.ac.in
3. Invitation and/or acceptance letter from the organizers
4. Details of programme (Theme of the conference, Place and duration of the programme, and information about the organizers) and proposed budget statement
5. A document detailing the relevance of the Seminar/Conference
6. An undertaking by the applicant that no part of the paper is plagiarized

For office use

Chairperson

PS: Copies of the air tickets and other bills etc. should be submitted for sanction of advance payments to the Academic Section for verification and approval.