Annexure-3



***Homi Bhabha National Institute***

***2nd Floor, Training School Complex, Anushaktinagar, Mumbai 400094***

***Settlement of Account - Financial Assistance received from HBNI to attend International Conference***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name of the Student | | |  | | | |
| 2 | Enrolment Number | | |  | | | |
| 3 | Name of the Constituent Institution | | |  | | | |
| 4 | Title of the Conference, the student attended | | |  | | | |
| 5 | Venue of the Conference, Country | | |  | | | |
| 6 | Date/duration of Conference | | | From:  To: | | | |
| 7 (a)  (b) | Financial Assistance Received from HBNI  HBNI Order No. & Date: | | | Rs.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 8 | Financial Assistance Received from other Non-DAE Sources & the details of the Agency which provided the financial assistance | | | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Details of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 9 | Details of Expenditure | | | | | |
|  | Expenditure head | Amount spent (Rs)\* | Assistance sought from HBNI (Rs) | | Assistance sought from other Non-DAE sources (Rs) | Receipt details |
| A | Registration Fee |  |  | |  |  |
| B | Visa Fee |  |  | |  |  |
| C | Air Fare |  |  | |  |  |
| D | Local Travel |  |  | |  |  |
| E | Accommodation |  |  | |  |  |
| F | Food |  |  | |  |  |
| G | Total |  |  | |  |  |

\* indicate the foreign exchange rate for the expenses in foreign currency:

Foreign Currency: \_\_\_\_\_\_ Exchange rate: Rs.\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 10 | Details of refund made, if any: |  |
| 10a | Amount: | Rs. |
| 10b | Refunded on: |  |
| 10c | Online transaction UTR Number/DD Number and Date |  |
| 11 | Remarks/Additional Information, if any |  |

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note:

1. A copy of the tour report along with the tour attendance certification should be submitted along with the settlement form;
2. The settlement of accounts should be

Forwarded:

Dean (Academics)

To

Dean, HBNI