

BITS, PILANI- K. K. BIRLA GOA CAMPUS

FORM FOR CLAIMING REIMBURSEMENT OF PROFESSIONAL ALLOWANCE

Financial Year : _____

Date: _____

1. Name of the Faculty Member _____

2. Designation _____

3. PSRN _____

4. Entitlement limit of contingency

Rs. 1,00,000/- per year ☐ Rs.25,000/- per year ☐

S.No.	*Description of the item	Cash Memo/ Invoice No. and Date	Amount (Rs.)	
			Conference / workshop Travel	Other than Conference / workshop Travel

(*) Details are given overleaf.

Total : Rs. _____

Amount in words Rs. _____

Forwarded

Head of Department / Director

(Signature of the claimant)

.....

(For office use)

The claim is verified and found to be in order for ₹. _____ (Rupees _____
_____ only)

Amt. already claimed Rs. _____ Balance after deducting present claim ₹. _____

Head Accounts

- Clarification Regarding Conference / workshop Travel:
 1. HoDs will prepare a list of Tier 1 and Tier 2 conferences,
 2. Travel to any conference will be approved by DRC,
 3. Funds obtained from other agencies for the particular travel sanctioned will be used to book the expenditure first and only the remaining expenditure to be booked in this professional allowance,
 4. For all travel requests for conference, application should be submitted one month in advance for national travel and two months in advance for international travel.
 5. DRC may also allow travel for participation in workshop, visiting other institutes of importance, for collaborative work etc,

- Following Items are covered under other than Conference / workshop Travel:
 1. Books & Journals
 2. Stationary and printer cartridges,
 3. Supplies of computer consumables like external storage device, battery for UPS /computers/ Mobile Phone, anti virus and other software tools, calculator, minor computer repairs.
 4. Communication expense incurred on the use of telephone / mobile phone,
 5. Membership of professional bodies.
 6. Chemicals / Glassware,
 7. Photocopying / typing / binding charges,
 8. Spare parts replacement and repair / service charges of existing equipment,
 9. Charges for recording spectra / other experimental facility utilization charges,
 10. Cost of animals for experimental work,
 11. Other consumable materials for experimental studies,
 12. Registration / examination fee for participation in professional development programmes,
 13. Data cards / Data purchases for research.

- Expenses by an individual in a particular item (for other than Conference /Workshop travel) limited to Rs. 5000/- on any given item do not need any approval. However, expenses of more than Rs 5000/- on any given item will need the prior approval of HoD.