Annexure-4



***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 which 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 (on departure date): 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 as well as tour attendance certificate should be submitted along with the settlement form.
2. The settlement of accounts should be submitted within 30 days from the date of completion of the return Journey along with original bills and one photocopy of each bill. If thermal receipts (glossy receipts) are submitted, one photocopy of the receipt is mandatory as thermal receipts get erased over a period of time. (Please refer Annexure – 5)

Forwarded:

Dean (Academics)

To

Dean, HBNI

Annexure-5

**Homi Bhabha National Institute**

(Enclosure to FTA Settlement of Account)

Details of expenditure incurred towards foreign travel during the period (from\_\_\_ to \_\_\_ at \_\_\_\_\_\_ (Conference Venue) - Foreign Travel Assistance

Conversion rate of foreign currency to INR as on the date of departure ---------

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars of expenditure** | **Bill/Invoice/Receipt No.& Date** | **\*Serial No. of the Bill/Receipt** | **Expenditure incurred in**  **Foreign Currency** | **Expenditure incurred in INR**  **(Rs.)** | **Remark** |
| 1. | Registration Fee |  |  |  |  |  |
| 2. | Visa Fee |  |  |  |  |  |
| 3. | Air Fare |  |  |  |  |  |
| a) |  |  |  |  |  |  |
| b) |  |  |  |  |  |  |
| c) |  |  |  |  |  |  |
| 4. | Accommodation |  |  |  |  |  |
| a) |  |  |  |  |  |  |
| b) |  |  |  |  |  |  |
| 5. | Food |  |  |  |  |  |
| a) |  |  |  |  |  |  |
| b) |  |  |  |  |  |  |
| c) |  |  |  |  |  |  |
| d) |  |  |  |  |  |  |
| 5. | Local travel in India / country of conference |  |  |  |  |  |
| a) |  |  |  |  |  |  |
| b) |  |  |  |  |  |  |
| **Total Expenditure** | | | | | |  |

Signature

(Name of the Student)

Enrolment Number/CI

**Note:**

1. In order to enable HBNI to scrutinise the FTA settlement, the students are requested to submit a detailed statement/Table as above for the expenditures incurred by them from the HBNI Heads. \*Serial number is to be provided to each bill for easy identification/calculation. For instance, Food bills from sr.no.01 to sr.no.08, Local travel Bills from sr.no.09 to sr.no.17. Photo copy is mandatory for glossy receipt/thermal receipt. The above table is illustrative and students may edit the table without modifying the provided format.
2. **Settlement form should reach HBNI office within 30 days from the date of completion of travel. Unutilized amount of FTA is refunded to HBNI Accounts immediately/at the earliest, not later than 10 days, failing which penal interest will be applicable.**