

Rules: JKLU:16

Date: February 4, 2014

JK LAKSHMIPAT UNIVERSITY, JAIPUR

Re: Reimbursement of Expenses for Attending the Conference/Seminar/Workshop


Faculty is entitled for the aforesaid perquisite. In this regard, the following Rules will be in force:

1. The aforesaid allowance is for presentation of Paper/to attend a Conference or Seminar or Workshop for enhancing knowledge about new developments in the field of the concerned Faculty's Subject.
2. For attending the Conference/Seminar/Workshop, recommendation of the Director of the Institute and, thereafter, prior approval of Vice Chancellor is essential.
3. In case a faculty wants to present a Research Paper, then before submitting the application for seeking the recommendation of the Director, the Research Paper for presentation in the Conference/Seminar/Workshop must have been accepted.
4. Before proceeding to attend the Conference/Seminar/Workshop, the faculty is required to make an alternate arrangement for his/her classes during the period of his/her absence.
5. During the Probation period, reimbursement will be on pro-rata basis.
6. Duty Leave of 15 days/Year will be admissible for attending the Conference/Seminar/Workshop.
7. The admissible amount for reimbursement will be as per terms of appointment letter.

Reimbursement of Expenses

A. For International Conference/Seminar/Workshop

1. The brochure of the Conference/Seminar/Workshop and acceptance of Research Paper/Invitation is required to be submitted for seeking the recommendation of the Director.
2. Expenditure for obtaining the passport will not be allowed.
3. Registration Fee and Air Fare within the eligible entitlement will be paid as advance on submission of actual bills. No other advance will be paid.


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4. Generally, the organizing Institution provides boarding and lodging within registration fee. However, in case it is not provided either fully or partially, same will be allowed as per actual bills.
5. No expenditure will be allowed without support of bills.
6. The enroute Domestic travel will be allowed as per TA rules applicable to the concerned Faculty.
7. Normally, a faculty is eligible to attend the International Conference/Seminar/Workshop once a year.
8. While submitting the bill for reimbursement of the expenses, the following documents should be attached:
 - i. Copy of Conference/Seminar/Workshop Brochure.
 - ii. Copy of acceptance of Research Paper/Invitation.
 - iii. Copy of approval taken from Vice Chancellor for attending the same.
 - iv. Air ticket with boarding pass.
 - v. Copy of Research paper presented.
 - vi. Copy of Certificate of attending Conference/Seminar/Workshop issued by the organizing Institution, if any.
 - vii. Copy of bill for purchase of foreign currency from the Exchange Dealer/Bank in support of exchange rate.
 - viii. Original Bills of Visa fee, boarding, lodging, conveyance and registration fee.
9. Bill should be approved by the Director of the Institute.
10. Bill should be submitted within a Fortnight from the date of return.

B. For Domestic Conference/Seminar/Workshop

- 1) The brochure of the Conference/Seminar/Workshop and acceptance of Research Paper/Invitation is required to be submitted for seeking the recommendation of the Director.
- 2) Registration Fee and Air/Train Fare, as applicable, within the eligible entitlement will be paid as advance on submission of actual bills. No other advance will be paid.
- 3) Generally, the organizing Institution provides boarding and lodging within registration fee. However, in case it is not provided either fully or partially, same will be allowed as per actual bills.
- 4) No expenditure will be allowed without support of bills
- 5) Travelling expenses will be allowed as per TA Rules applicable to the concerned Faculty.

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- 6) Normally, a Faculty is eligible to attend the Conference/Seminar/Workshop twice in a year.
- 7) While submitting the bill in the prescribed T A Bill Form for reimbursement of the expenses, the following documents should be attached:
- i. Copy of Conference/Seminar/Workshop Brochure.
 - ii. Copy of acceptance of Research Paper/Invitation.
 - iii. Copy of approval taken from Vice Chancellor for attending the same.
 - iv. Air Ticket with boarding pass or Train ticket.
 - v. Copy of Research paper presented.
 - vi. Copy of Certificate of attending Conference/Seminar/Workshop issued by the organizing Institution, if any.
 - vii. Original Bills of boarding, lodging, conveyance and registration fee.
- 8) Bill should be approved by the Director of the Institute.
- 9) Bill should be submitted within a week from the date of return.

ANY FURTHER CLARIFICATION, IF REQUIRED, SHOULD BE SOUGHT FROM THE VICE CHANCELLOR BEFORE PROCEEDING TO ATTEND THE CONFERENCE/SEMINAR/WORKSHOP.


(CHIEF FINANCE & ACCOUNTS OFFICER)


4/2/2014
(VICE CHANCELLOR)