



**Indian National Science Academy**  
**Bahadur Shah Zafar Marg, New Delhi 110 002**

**GUIDELINES FOR SETTLEMENT OF CLAIMS FOR ATTENDING  
INTERNATIONAL CONFERENCES UNDER ICSU/NON-ICSU**

**1. Quantum of Grant:** Bills will be settled according to INSA Guidelines. The total grant sanctioned/received from all other sources will be taken into account while calculating the expenditure. **(Without supporting vouchers claim bill will not be considered for payment)**

**2. Documents Required:**

- a) Comprehensive deputation report in the prescribed proforma must accompany the claim.
- b) Accounts submitted in the prescribed proforma enclosing the following vouchers:

- 1) counterfoils of the international air ticket (indicating the amount paid) with boarding pass. counterfoil of the rail/ air ticket for domestic sector (indicating the amount paid.)
- 2) hotel vouchers; (proof of payment)
- 3) copy of the receipt of registration fee paid;
- 4) receipts of visa fee and medical insurance payments
- 5) copies of letters of grants received from all other sources; (with break up)
- 6) copy of voucher for purchase of foreign exchange;
- 7) conversion rates of those foreign currencies which are not popular and not notified in papers and translation of language (into English or Hindi) particularly in respect of hotel/bus bills.

**3. Travel:** Delegates are advised to minimize the expenditure on travel using most economical passage through shortest route.

**4. Perdiem:** (a) Perdiem will be given for the actual number of days of the conference attended plus an extra day irrespective of the fact whether economy or excursion fare is used. No perdiem is admissible for additional stay/halt at the place of conference or anywhere due to non-availability of flight or any other reason whatsoever.

The total per diem will be calculated @ USD 150 for all countries. Out of this, maximum USD 100 will be permissible for hotel accommodation which will be reimbursed on production of authenticated hotel vouchers. In case, the hotel charges is more/less than USD 100, the actual room rent paid or maximum USD 100 (whichever is less) will be considered into account for calculating the admissible expenditure. The rest USD 50 will be given as cash allowance for meal, local conveyance and other allied expenses.

If the delegate is unable to produce any supporting vouchers of hotel room and other bills, per diem will be paid in lumpsum @ USD 75 per day. If both accommodation and meals are provided by the Organisers, USD 30 per day will be paid as out of pocket allowance.

**5. Registration:** Registration fee (part or full) received from other agency will be taken into account while deciding the Academy's contribution towards registration fee.

**6.** Claim Bill should be submitted within 3 months from the date of completion of journey. In any case no request shall be considered after expiry of the financial year.

**7.** Applicant should not have availed any grant from INSA's international programmes in past three years.