## Proforma for Claim of Travel Expenditure on account of Ph. D. Interview

**(Autumn/ Spring Semester 20__ __- __ __)**

**(A) Personal Details:**

1. Ph. D. Application No. …….. Mobile No.:……
2. Candidate's Name: ……
3. Department Name: …….
   (for claiming purpose)

**(B) Journey Detail:**

1. (a) From ……To ……..

   (b) From ……To ……..

2. Mode of Journey (Train/Bus): …… 3. Class ……
4. Total Amount Claimed:

**(C) Bank Detail:**

1. Account No. ……
2. Name of Account Holder (in Block) ……
3. Name of Bank: ……
4. Branch Name & Address ……

   …….
5. Bank's IFSC Code: ……

## Undertaking

I hereby declare that all the information mentioned above is true. I also state that I have made the travel reimbursement claim from only one department and not from any other department. If anything found wrong at later stage then IIT Roorkee may take action as per Institute rule.

**Date……** **…….**

**(Signature of Candidate)**

Guidelines for reimbursement of travel fare to Ph.D candidates, who appear in interview/written test for admission in Autumn Semester 2026-27.

1. An amount of Rs. 250/- (Rupees Two hundred fifty only) will be paid to the candidates who appeared in the interview but fail to produce travel ticket/travel document.

2. An amount of Rs. 1500/- (Rupees fifteen hundred only) or actual incurred on the journey, whichever is less, shall be paid to the candidates on submission of valid travel ticket/travel document.

3. Travel document shall mean (1) State Bus Transport Ticket (2) Train Ticket (with fare up to 3rd A/c) (3) Boarding Pass alongwith copy of air ticket.

4. No reimbursement shall be done towards travel made by taxi/car.

5. Mode of travel reimbursement shall be through RTGS. Accordingly, details of travel and bank account of the candidates shall be obtained. An undertaking shall be taken from candidates for single source claim.

6. Sponsored and local candidates may not be entitled for travel reimbursement.

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