

Travel support under DST sponsored project for experiments at 'Indian Beamline' in Photon Factory, KEK, Japan

Updated on : 24th August, 2017

- 1 Travel support shall be only for experiment at Indian Beamline in Photon Factory, KEK, Japan. No travel support for visit to any other places.
- 2 Duration of experiment shall not exceed 10 days.
- 3 Each team for experiment shall consist of preferably one faculty member and one student. Faculty must be a permanent employee of any Govt/Semi-Govt Research or Academic Institution, University. In case of no permanent member goes for experiment, the tour has to be endorsed by the concerned faculty member of the Govt/Semi-Govt Research or Academic Institution, University.
- 4 The total travel allowance is restricted to the **economy class** round trip airfare by **Air India** and the **air tickets must be booked directly from Air India** or through travel agents **Balmer Lawrie & Co. Ltd, Ashok Travels & Tours** or your institute approved travel agent(s) as per guideline from Government of India.
- 5 Visa Fees.
- 6 Transit Medical Insurance.
- 7 Return Bus fare from NARITA to TSUKUBA CENTER in Japan.
- 8 Return Taxi fare from TSUKUBA CENTER to Photon factory in Japan.
- 9 Accommodation charges at Japan up to a maximum 10 days shall be reimbursed up to 50 USD per day for actual stay for experiment only.
- 10 Per diem equivalent to 100 USD per day for maximum 10 days.

Procedure for settlement of TA Bill :

- 1 TA Bill in the prescribed format should be submitted to :-

**Prof. Chandrabhas Narayana
Jawaharlal Nehru Centre for Advanced Scientific Research
Jakkur, Bangalore, Karnataka 560064)**
- 2 TA Bill should be submitted within 15 days from the date of return to India along with the following documents :
 - [a] Tour approval from the PI in original. Any subsequent change in the travel plan need the prior approval of PI
 - [b] Complete Tour Report.
 - [c] Original Boarding Passes and Air Ticket, Bill.
 - [d] Original Receipt for Visa Fees.
 - [e] Original Receipt for Transit Medical Insurance Premium and Policy.
 - [f] Original Bus Ticket / Receipts for NARITA to TSUKUBA CENTER & return
 - [g] Original Receipt for Taxi Fare for TSUKUBA CENTER to Photon Factory & Return
 - [h] Original documents showing payment of accommodation & utility charges
 - [i] Original documents showing purchase of foreign currency equivalent to per diem claim from authorized foreign currency dealer. Total claimed amount for per diem, accommodation etc. in Japan should not exceed purchased amount of foreign currency.
 - [j] Copy of VISA.