Office of International Relations
IIT Kharagpur
Shri Gopal Rajgarhia International Programme (SGRIP)

Scheme 4: International student scholarship for degree program

Application No:_____

Visitor(s) Details*:

Name(s) and affiliation	
Visit duration	
Activities undertaken:	

Check List:

Claim Form ☐

One page report ☐

Bills duly signed ☐

CLAIM FORM

Table 1: Overall Expenses

SI No.	Head	Approved Amount (INR) To be filled up by Host Faculty	Actual Expense (INR) To be filled up by Host Faculty	Final Approval (INR) For IR Office Use	Remarks By Host Faculty/Dean IR	Name and A/C # of payee To be filled up by Host Faculty
1	Tuition fee					
2	Mess charges					
3	Hostel charges					
4	Others					
	TOTAL					

Table 2: Expenses to be reimbursed to Host Faculty (if any) *

SI No.	Head	Approved Amount (INR)	Actual Expense (INR)	Final Approval (INR)	Remarks	Name and A/C # of payee

*Please add tables and rows as necessary.

Department/ School/ Centre: _____

Host faculty Name & Signature with Date: _____

Signature of Head/School/Center with Date: _____