



# Indian Institute of Technology Indore

Form -S3

## Advance Settlement /Claim Form for Financial Support for Research Paper Presentation/ Participation in conferences

Sl.	Content	Details	
1	Name of Student (Write in Block Letters)	Contact No -	
2	Programme	3	Discipline
4	Roll No.	5	Category of Student TA ( ) or FA ( )
6	Details of Advances	<b>Advance Amount</b>	
		Date of receipt of advance	
		Due Date of settlement	
		Actual Date of settlement	
7	Give reasons if advance is not utilised / or utilised for unapproved purposes.		
8	Details of Financial Support from External Agency	Yes/No If Yes - Name of Funding Agency - Amount sanctioned -Rs.	

### Summary of bills / invoices attached for settlement of advance

Sr. No.	Receipt/Invoice/ Ticket No.	Invoice/ Ticket Date	Particulars/ Purpose	Amount (In Rs.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total Expenditure</b>				
<b>Total amount of Advance</b>				
<b>Balance amount Receivable/ Payable from Mr./Ms. _____</b>				

#### Check List for Advance Settlement

- |   |                   |
|---|-------------------|
| 1. Proof of Conference Registration is attached           | Yes ( ) or No ( ) |
| 2. Proof of attendance in Conference is attached          | Yes ( ) or No ( ) |
| 3. Proof of prior approval is attached                    | Yes ( ) or No ( ) |
| 4. Proof of Travels (Copy of Tickets ) is attached        | Yes ( ) or No ( ) |
| 5. All bills related to settlement of advance is attached | Yes ( ) or No ( ) |

- I certify that advance taken has been utilised for the purpose for which it was sanctioned.
- I am also certifying that if I get financial support from External agency, I will return the advance drawn from IIT Indore.

(Signature of Student and Date)

Name & Signature of Supervisor  
(With date)

Name & Signature of HOD  
(With date)