

No. NFSU/GNR/STP/2026/823

Dated the 13<sup>th</sup> March, 2026

**OFFICE ORDER**

**Subject:** Student Travel Policy for Participation in External Academic Events.

In order to promote academic exposure and encourage participation of students in academic activities organised by reputed Institutes of National Importance (IITs, NITs, IISc, AIIMS, IIMs etc.), the following policy is hereby issued.

**1. Scope**

This policy shall apply to students participating in academic events as and when they are nominated by the Campus Director of concerned Campus looking into the importance of justification for nomination, such as:

- Conferences
- Workshops
- Academic competitions
- Research symposia
- Other Academic Events

organised by:

- IIT
- NIT
- IISc
- AIIMS
- IIM
- Other Institutes of National Importance
- Central/State Government Departments
- Other Campuses of NFSU

**2. Eligibility**

Students must:

1. Be a registered student of the University.
2. Participate in an event relevant to their academic programme.
3. Obtain recommendation from the Programme Coordinator.
4. Obtain endorsement from the Dean / Associate Dean.
5. Obtain prior approval & Expenditure Sanction from the Campus Director.

**\* Note that post facto approval shall not be entertained.**

**3. Travel Entitlement**

Category	Entitlement
UG Students	Sleeper Class by Train or Equivalent
PG Students	AC 3-Tier Economy (3E)/3AC by Train or Equivalent

Travel reimbursement shall be allowed on actual basis subject to entitlement.

#### 4. Daily Allowance

- DA + Accommodation: ₹700 per day/per student (maximum).

#### 5. Financial Provision

- I. Expenses under this policy shall be met from the budget provision of the respective School.
- II. Each School shall maintain proper records relating to student travel support including:
  - Total budget allocated for student travel during the financial year under **Budget Head OH - 31, Sub Head - A11 - Other Academic Exp.**
  - Total expenditure incurred till date.
  - Balance amount available after deduction of expenses.
- III. In addition, each School shall maintain a year-wise record of student participation and financial support, indicating:
  - Name of student(s)
  - Programme (UG/PG)
  - Name of event and host institution
  - Duration of event
  - Amount of TA/DA or travel support sanctioned
  - Date of approval and sanctioning authority.
- IV. The above record shall be maintained financial year-wise for monitoring and audit purposes.

#### 6. Financial Sanction

Financial sanction under this policy shall be accorded by the Campus Director within the limits prescribed under Clause-9 of Schedule-VII (Power relating to Administrative Approval / Financial Sanction of Student Services) of the Delegation of Financial and Administrative Powers notified vide NFSU 10th BoG Resolution-7(A)/2025 dated 16.05.2025.

#### 7. Required Documents

##### A. At the time of seeking prior approval

Students shall submit the following documents along with the Student Travel Approval Form:

1. Event brochure / invitation letter issued by the host institution.
2. Any supporting document indicating participation / selection in the event, if applicable.

These documents shall be submitted for obtaining prior approval of the Campus Director before undertaking the travel.

##### B. At the time of reimbursement

After completion of the event, the student shall submit the following documents to the concerned School Office for reimbursement:

1. Participation certificate / proof of attendance issued by the host institution.
2. Original travel tickets.

3. Original bills / receipts relating to travel or accommodation, wherever applicable.

### **C. Processing of reimbursement**

1. Reimbursement of TA/DA shall be processed by the concerned School Office.
2. The School shall process the claim through:
  - Preparation of office note
  - Preparation of office order
  - Preparation of payment voucher.
3. The proposal shall be submitted for administrative and financial approval of the Campus Director, as per the provisions of the Delegation of Financial and Administrative Powers.
4. After approval of the Campus Director, the concerned School Office shall forward the complete set of documents to the Accounts Section for processing of payment.
5. The Accounts Section shall verify the documents and process the reimbursement as per applicable financial rules and procedures.
6. Payment shall be released subject to availability of budget under the concerned School and compliance with the prescribed financial procedures.

### **8. Supersession**

This Office Order supersedes all previous instructions issued by different Schools in this regard.

This is an interim policy arrangement, unless modalities in this regard are finalized by NFSU, HQ for all Campuses of NFSU.

This issues with the approval of the Campus Director.



Joint Registrar  
NFSU, Gandhinagar

**Encl.:** Student Travel Approval Form

### **Copy to;**

1. PA/PS to Hon'ble Vice Chancellor, NFSU, Gandhinagar
2. Campus Director, NFSU, Gandhinagar Campus
3. Executive Registrar, NFSU, Gandhinagar
4. All Deans & HoDs, NFSU, Gandhinagar
5. All Teaching & Non-Teaching Staff, NFSU, Gandhinagar Campus
6. Assistant Finance Officer, NFSU, Gandhinagar Campus
7. Accounts Section, NFSU, Gandhinagar

## STUDENT TRAVEL APPROVAL FORM

(For Participation in External Academic Events)

School: \_\_\_\_\_

### PART A – EVENT DETAILS

Title / Name of Event	
Host Institution (IIT/NIT/IISc/AIIMS/IIM/Other INIs)	
Duration / Dates	
Full Address of Host Institution	

### PART B – PARTICIPANT DETAILS

Number of Participants	
Name of Student Participants	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
Programme	
Category (UG / PG)	
Travel Entitlement (Sleeper Class / 3E/3AC)	
TA Support Requested (₹) Total	
DA + Accommodation Requested (₹) (Max ₹700 per day/per student)	

## SCHOOL BUDGET DETAILS

Total Budget Allocated for Student Travel (₹) (Budget Head OH - 31, Sub Head - A11 - Other Academic Exp.)	
Total Expenditure Till Date (₹)	
Balance Amount Available (₹)	

Verified by School Office / Dealing Assistant : \_\_\_\_\_  
(Name & Signature)

## RECOMMENDATION BY SCHOOL

Relevance to Programme (to be filled by Programme Coordinator)	
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Programme Coordinator  
(Name & Signature)

Dean /Associate Dean  
(Name & Signature)

## PART C – APPROVAL

Remarks by (Assistant/Dy.SO/SO - Academic Section)	
Remarks by (Assistant Registrar - Academics)	
Recommended by (Joint Registrar)	
Administrative & Financial Approval (Campus Director)	

**Note:** Financial sanction under this policy shall be accorded by the Campus Director within the limits prescribed under Clause-9 of Schedule-VII of the Delegation of Financial and Administrative Powers (10thBoG Resolution-7(A)/2025/130 dated 16.05.2025).