**SUBMISSION OF TRAVEL REPORT BY THE GRANTEE**



**PROFORMA PSF X-A**

Each Grantee on return from his/her visit abroad is required to submit within one month, a travel report as per following guidelines:

1. **Travel Report**
2. Name and address of grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Purpose of grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date and duration of the visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Brief account of the conference attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Accomplishment of the grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Research Paper published? If yes, Please attach a copy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Out-come of the visit with general recommendations and conclusions arrived at: \_\_\_\_\_\_\_\_\_\_\_\_
9. Did you develop any collaboration/MoU? If yes, please provide the details.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Recommendations of the grantee for the promotion of research in this field in the country:\_\_\_\_
11. **Documents required for adjustment of travel grant**
12. Hard & soft copy of Travel Report and Acknowledgement on the prescribed proforma.
13. Counterfoil of the air ticket, boarding passes and original payment receipts.
14. Original payment receipt of registration fee & hotel charges
15. Attach copy of foreign exchange receipt (if applicable)
16. Certificate of attendance for oral presentation in the conference.
17. “Acknowledgement of PSF Sponsorship” in presentation and publication of research paper published in the International Journal/ proceeding of the conference.
18. **Expenditure Statement**
19. Travel Grant No.
20. Total Grant funds sanctioned by PSF:
    1. Funds approved for Air fare:
    2. Funds approved for Registration Fee.:
    3. Funds approved for Hotel Charges :
       1. Total Grant Funds spent by the Grantee (Pak Rs.)
21. Funds spent on Air fare:

(Attached counterfoil of ticket & Original receipt)

1. Funds spent on Registration Fee:
2. Funds spent on Hotel Charges:

1. Unspent balance:

Name & Signature of Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorsed by Head of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_