

Indian Institute of Technology Hyderabad
YEDDUMAILARAM 502205.

No. IITH/03/Admin
February 6, 2014

Office Memorandum

Sub: Per-diem/Daily allowance to students for participation in
international events abroad.

The Director, IIT Hyderabad has been pleased to approve the following norms of TA/DA to students deputed to attend international conference, symposium, workshop, etc. as under.

| Countries | Description | Proposed revised rates |
|--|-------------------------------|--|
| Europe, Japan, USA, Australia, and Singapore. | If stayed in hotel. | 1. Maximum of \$125 towards accommodation subject to production of hotel receipts. No reimbursement will be allowed if hotel receipts are not produced. 2. Food: \$50 (no cash receipts to be produced). 3. Local travel: Maximum of \$50 per day subject to production of receipt. No reimbursement will be allowed if receipts are not produced. |
| | If not stayed in hotel. | 1. Food: \$50 (no cash receipts to be produced). 2. Local travel: Maximum of \$50 per day subject to production of receipts. No reimbursement will be allowed if receipts are not produced. |
| Other countries. | If stayed in hotel. | 1. Maximum of \$100 towards accommodation subject to production of hotel receipts. No reimbursement will be allowed if hotel receipts are not produced. 2. Food: \$35 (no cash to receipts to be produced). 3. Local travel: Maximum of \$35 per day subject to production of receipts. No reimbursement will be allowed if receipts are not produced. |
| | If not stayed in hotel | 1. Food: \$35 (no cash receipts to be produced). 2. Local travel: Maximum of \$35 per day subject to production of receipts. No reimbursement will be allowed if receipts are not produced. |

If full hospitality is provided by the organisers and/or others, an out of pocket allowance of \$20 per day will only be admissible.

(N Jayaram)
Registrar