

**Updated Rules regarding Eligibility, Leave and Financial Assistance for
Attendance at Professional Conferences / Official Trips – INTERNATIONAL
(Outside India other than SAARC)**

**Ac.Min.No. 77-a/7/17 dt. 13.07.2017
(with effect from 08/09/2017)**

Attendance at Conferences abroad

A confirmed staff member may attend a conference abroad using institutional funding provided he /she has a paper accepted for oral / poster presentation, or as faculty / chairperson.

Institutional funding includes all accounts except accounts with specific fund allocation for travel, and funds received specifically for travel.

A confirmed staff member may attend a conference abroad as follows:

- **once in every two leave years (July 1 to June 30) for Medical Associate Professors (or equivalent) and above**
- **once in every three leave years (July 1 to June 30) for rest of eligible staff member.**

when partial (foreign travel and subsistence) or full subsidy is required from the institution subject to the following privilege and conditions:

A. Permissible expenses may be met from the department as special fund depending on the availability of money and the presence of a balance amount after such expenditure to cover the ordinary and routine needs of the department / unit for the next one year. In computing the latter the possible income for the next year may also be taken into consideration.

B. Permissible expenses:

i. Registration fee

ii. Per diem rate for the duration of the conference plus 2 days:

a. South East Asia except Singapore, Hong Kong / Middle East:

Up to 120 USD per day permitted for accommodation if evidence of payment is submitted to accounts department.

50 USD permitted for food and other expenses (no bills are required)

b. All other countries

up to 200 USD permitted for accommodation if evidence of payment is submitted to accounts department

75 USD permitted for food and other expenses (no bills are required)

c. 150 USD will be reimbursed for travel from airport to place of stay abroad and back

- iii. **International airfare by economy class will be provided, on production of ticket coupons. The individual should try to get half of this from agencies like UGC, CSIR, INSA or other government/ professional research agencies subject to regulations of the Government of India.**
- iv. **Airport tax, visa charges, Medical Insurance fees. Expenses incurred for getting the visa will be reimbursed as actuals.**
- v. **Transports as per existing rules.**
 - a. **Total expenses from Vellore to port of embarkation and back at institutional rates.**
 - b. **When an outside agency provides for foreign travel and subsistence and only the registration fee and/or travel costs within India is required from the institution, this may be sanctioned once per year up to USD 300 or equivalent as per institutional rules from special fund, subject to the general rules.**
 - c. **A staff member may attend a conference abroad once a year provided he/she has been able to obtain in advance, a grant to cover the entire expenses (registration, travel inside and outside India, subsistence). This may be from any government professional/research agency and donation other than from patients. Such grants/donations are to be accepted on behalf of the institution and credited to a fund set aside for this and not the dept./unit special fund. This credit will be in that person's name, to be used only for that person or with his/her authorisation, for a conference.**
 - d. **International travel and expenses abroad should conform to the Govt. of India regulations.**
 - e. **When the cost of attending a conference in a neighbouring country is less than or only equal to that of attending a conference in India, such a conference, for the purpose of financial assistance may be treated as under SAARC countries.**
 - f. **When a faculty member uses institutional funds to attend an overseas conference, he/she needs to submit the paper/poster for publication in an indexed journal before institutional funds can be utilised for attending another overseas conference. Heads of depts/units are requested to ensure this.**