



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Kanpur 208016, Uttar Pradesh, India
शैक्षिक विभाग
ACADEMIC SECTION

No. IITK/DOAA/2024-25/1814

August 05, 2025

OFFICE ORDER

Subject: TA Reimbursement for FARE Fellows

In order to streamline the reimbursement process, it is hereby notified that FARE Fellows must submit **a single consolidated TA claim form** that includes the following:

- TA Bills
- Visa Fees
- Contingency Expenses
- Registration Charges for Conferences/Workshops

Please note that **prior travel approval as per FARE** norms need to be taken, without which, the TA reimbursement will not be processed.

The combined TA claim form must be routed through the **respective Department Office to the DOAA office**. Each submission should be duly endorsed by the Fellow's Supervisor and must be accompanied by original invoices and relevant travel documentation. **Split or partial TA claims submitted separately will not be accepted.**

This is effective immediately and is mandatory for all current and future FARE Fellows.

Ashoke K

Dean, Academic Affairs

Copy to:

1. Head of Department(s)
2. Convener, DPGC, Department(s)
3. Finance and Accounts