

## Sub: Guidelines for Air Travel

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Sl. No.	Source of Fund	Airline	Procedure for booking Air ticket
1.	LTC	Air India (No exemptions)	To be booked directly from the airline at their booking counters/website or any of the following authorized agents: M/s Ashok Travels & Tours, M/s Balmer Lawrie & Co., Ltd., IRCTC.
2.	MHRD Grant/Government funded Sponsored Projects, Government funded CSIC Projects	Air India (See exemption below)	To be booked directly from the airline at their booking counters/website or any of the following authorized agents: M/s Ashok Travels & Tours, M/s Balmer Lawrie & Co., Ltd., IRCTC.
		Any Airline other than Air India:  In case of non availability of direct or hopping (same aircraft) AI flight, no AI flight on the date, exempted sector, or other reason. Approval of FC to be obtained <b>prior</b> to travel, in designated form.	Booking of tickets can be done through any agency.
3.	IISc. internal resources (including overheads), Non-Government funded sponsored projects, Bilateral funded projects, Non-Government CSIC Projects, funds generated from CSR, Private donations, Private endowments etc.	Any Airline	Booking of tickets can be done through any agency.

Please note:

1. Approval must be obtained **prior** to travel.
2. The visitors who are invited by the Institute (for programs such as Ph.D defence, Selection Committees etc.) can fly any airline. The letter of invitation would say that the travel be made preferably by Air India.
3. The travel of the experts visiting the Institute on project related work would be regulated as per conditions of the source of funds.
4. No deviation permitted for LTC travel.

This supersedes all circulars issued earlier on this matter.

**REQUEST FOR APPROVAL TO TRAVEL BY AN AIRLINE OTHER THAN AIR INDIA**

(To be submitted along with the Travel Claim)

NAME OF THE TRAVELLER	:
DESIGNATION	:
DEPARTMENT	:
EMPLOYEE No.	:
PLACE OF VISIT	:
DURATION OF VISIT	:
SOURCE OF FUND FOR THE TRAVEL	GOVT. / NON-GOVT / IISc Resources DEBIT HEAD:

Purpose		Tick all that are applicable	Name/Description of Conference /Workshop / Meeting / Duty
	Conference/Symposium		
	Workshop / Lecture		
	Institute Duty		
	Committee Meeting		
Sponsored Project Meeting			

Attach supporting documents (e.g. invitation letter, approval letter, etc.)

**DETAILS OF THE JOURNEY FOR WHICH APPROVAL IS SOUGHT:**

Sl. No.	Date of Journey	Airport From	Airport To	Indicate Code No. below (for code 4 specific reason)

**Reasons for flying by airlines other than Air India:**

Code No.	Reason
1.	No direct or hopping AI flight is available between these airports*
2.	No AI flight on this date*
3.	Exempted sector
4.	Other reasons (specify)

\*Attach supporting documents

**DECLARATION:**

I certify that the information given above is correct.

Date:

Signature:

In case the declaration given above is found incorrect, the cost of the air ticket of the corresponding segment will be recovered from the Applicant's Overheads and/or Salary.

Approval has to be obtained **prior** to performing the journey. **Post-facto approval will NOT** be given.

Forwarded for approval of Financial Controller	Approved / Not Approved
Signature of the Chair	Financial Controller
Date:	Date: