

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Proforma for Claiming Relocation Expenses (Faculty only)

Employee Details

1	Employee Name & ID no	
2	Designation & Department	
3	Date of Appointment	
4	Address Relocated from	
5	Present Address	

Details of Expenditure

Please attach receipts and supporting documentation for all expenses claimed.

Date of costs incurred	Details	Bill Details (Enclose Self Attested Bills)	Amount
TOTAL			

Terms and Conditions

1. The reimbursement of the Relocation Allowance and Travel Allowance up to a maximum of Rs. 1,25,000/- or actual, whichever is less, for faculty member who join IIT Madras from within India. This limit is for the combined cost of transportation of personal effect and air fare for the new faculty member and his/her immediate family for joining the Institute from his/her current place of work in India.
2. The reimbursement of the Relocation and Travel Allowances up to a maximum of Rs. 3,50,000/- or actual, whichever is less, for faculty member who join IIT Madras from abroad. This limit is for the combined cost of transportation of personal effect and air fare for the new faculty member and his/her immediate family for joining the Institute from his/her current place of work abroad.

Employee Declaration

I hereby declare that:

1. I am aware of the terms and conditions stated above.
2. I shall serve the Institute for a minimum period of 3 years / up to the date of my superannuation from the Institute, whichever is earlier.
3. No other claim has been or will be made for the same expenses from any other organization.
4. I understand that I am liable to be taken up for disciplinary proceedings, if the above particulars furnished by me are found to be false at a later date.

Date:

Signature of the Employee

Dean (Faculty)

To:
DR (F&A)