

Conference Authorization Proforma

Name: _____ Designation: _____

Department: _____

Title of Abstract/Paper: _____

Conference Title: _____

Conference Venue: _____ Conference Type: ____ National ____ International

Conference Date(s): _____ Duration of Visit: _____ Days

ABSTRACT ACCEPTED (*Attach hard copy of **abstract acceptance email***) Yes No**SUBMISSION TYPE** Abstract Full Length Paper**TYPE OF PRESENTATION** Oral Presentation Poster Presentation**Will ABSTRACT/PAPER BE PUBLISHED IN CONFERENCE PROCEEDINGS** Yes No**ESTIMATED COST**

<u>Registration</u>	<u>Travel</u>	<u>Accommodation</u>	<u>DA/Meals</u>	<u>Other*</u>	<u>TOTAL</u>
Rs _____	Rs _____	Rs _____	Rs _____	Rs _____	Rs _____

** If other, please submit details***SUBMITTED BY**-----
*Name**Department**Date**Signature***ENDORSEMENT by HoD**-----
*Name**Department**Date**Signature*

CECOS UNIVERSITY
Conference Authorization Proforma

ORIC – P2

CHECK LIST: to be verified by ORIC

1. Is a copy of accepted abstract of paper attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is name of Department and University mentioned in the abstract/paper?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have conference details (e.g., type, venue, duration, registration cost, etc) been verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Is the budget requested to attend conference reasonable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will applicant's teaching or other institutional commitments be affected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, have the necessary arrangements been made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REMARKS (if any):

ENDORSEMENT by DIRECTOR, ORIC

<i>Name</i>	<i>Date</i>	<i>Signature</i>
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ENDORSEMENT by DEAN

<i>Name</i>	<i>Department</i>	<i>Date</i>	<i>Signature</i>
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ENDORSEMENT by DIRECTOR, FINANCE

<i>Name</i>	<i>Date</i>	<i>Signature</i>
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Conference Authorization Proforma

RULES

1. Affiliation of applicant (i.e. Department and University) must be mentioned in abstract or paper.
2. If full paper, acknowledgement of funding bodies (including CECOS University) must be mentioned.
3. Documentary evidence (i.e., abstract book, list of speakers, certificate, etc) must be provided by applicant upon submitting their claim for reimbursement.
4. One researcher can participate in maximum of two (2) conferences per calendar year.
5. Applicant can claim a maximum PKR 15,000 per conference (original receipts will be required for reimbursement. (See Imbursement Procedure, below)
6. In case of multiple applicants, only one can submit a claim per conference.
7. In case of multiple presentations by one applicant in the same conference, only one claim will be entertained.
8. PREFERENCE WILL BE GIVEN To APPLICATIONS in which:
 - A full paper is presented
 - Applicant makes an oral presentation
 - Proceedings are submitted for publication (i.e., in IEEE Xplore Digital Library, etc)
 - Conference venue is within a 200 km radius of Peshawar.

APPLICATION PROCEDURE

1. After abstract/paper acceptance, conference travel authorization proforma is submitted to respective HoD.
2. HoD submits the duly signed proforma to ORIC.
3. After endorsement, ORIC forwards proforma to Dean for approval with onward processing by Director Finance who after consulting with VP, Finance dis/approves the request. Applicant is informed of this outcome.

REIMBURSEMENT PROCEDURE

1. After return, applicant shall fill their TA/DA proforma along with original receipts and other required documentary evidences to ORIC.
2. ORIC will review the reimbursement claim and after verification forward it to the Competent Authority for approval and onward release of funds by Finance.