

Standard Operation Practice for Provision of Travel Grant

Form ORIC-UOS-19

Instructions:

1. Please only type in the gray area by clicking the cursor there
2. Try to write precisely
3. Hard copy/handwritten forms will not be entertained
4. After completion, convert the form into PDF for onward transmission
5. Share the form with ORIC for official work
6. Travel grant requests shall be approved as in reimbursement mode only. No advance payment shall be made.
7. International travel grant requests shall only be considered where the requestee is to present his/her paper in a Scopus-covered conference.
8. Share it at [**oric.media@uos.edu.pk**](mailto:oric.media@uos.edu.pk)

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**Responsible Position: Manager Innovation and Commercialization**

**Monitoring by: Deputy Director ORIC**

1. Submission of the application form available for Travel Grant at the HR office to the Director ORIC
2. Verification of details
3. Approval by the authorities as per the following thresholds.

* Director ORIC may approve local travel grant requests worth up to PKR 50,000/-
* The Rector Office will approve all international travel grant requests; and national travel grant requests worth more than PKR 50,000/-

1. Reimbursement of the incurred registration + travel charges.

For ORIC-UOS use only

Remarks if any;

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Director ORIC Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_