**SINDH HIGHER EDUCATION COMMISSION**

 **REIMBURSEMENT FORM FOR CONDUCTING INTERNATIONAL CONFERENCE / SYMPOSIUM**

|  |  |  |
| --- | --- | --- |
| **Financial Assistance Required from Sindh HEC** |  | **Instructions** |
| **S#** | **Item** | **Rate (Rs.)** | **Quantity** | **Total Amount (Rs.)** | **Amount Requested from Sindh HEC** *(As per Approved policy)* |  |
| 1 | Remuneration for Foreign Invited speakers/Resource persons | @ Rs. 25,000/= |  |  |  | (For maximum 05 Speakers) |
| 2 | Remuneration for National Invited Speakers/Resource Persons | @ Rs. 10,000/=  |  |  |  | (For maximum 10 Speakers) |
| 3 | Accommodation for Foreign Invited Speakers  |  |  |  |  | (As per criteria of Sindh HEC)  |
| 4 | Accommodation for National Invited Speakers  |  |  |  |  | (As per Sindh Govt. rules) |
| 5 | Travel for Foreign Invited Speakers  |  |  |  |  | Economy class airfare |
| 6 | Travel for National Invited Speakers (Max for 10 Speakers) |  |  |  |  | Only inter-city traveling will be reimbursed(As per Sindh Govt. rules) |
| 7 | Catering (Food & Beverages) |  |  |  |  |  |
| 8 | **Publication**  |  |  |   |  |  |
| i | Event Brochure  |  |  | Payment as per actual expenditures will be reimbursed on provisioning of duly audited and verified receipts.  |
| ii | Invitation Cards |  |
| iii | Backdrop, Banners, Screens & others |  |  |  |
| iv | Abstract Book |  |  |  |  |
| v | Conference Proceedings |  |  |  |
| 9 | Stationery with give a ways |  |  |  |  |  |
| 10 | Contingencies |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |
|  | **Amount Paid in-Advance from Sindh HEC** |  |  |  |  |  |
|  | **Income from Registration and other sources (if any)** |  |  |  |  |  |
|  | **Outstanding Amount (To be Paid by Sindh HEC)** |  |  |  |  |  |

\*Tax deductions must be applied on all payments as per Federal/Provincial Govt. rules