

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

**Ashank Desai Centre for Policy Studies (ADCPS)**

Form for Field Visit and Advance by Ph.D./MPP Student\*

Date: \_\_\_\_\_

To  
The Head  
ADCPS, IIT Bombay

**Subject:** Field Visit Plan and request for Advance

Dear Sir

As a part of the ADCPS MPP / Ph.D. programme, I will be going for a field visit. The tentative details of the field visit are as below:

	Date	Time	From	To
<b>Departure</b>				
<b>Arrival</b>				

**Purpose:** \_\_\_\_\_

The tentative estimate of travel Expenditure:

Sr. No.	Description	Tentative Amount (Rs.)
1.	Travel (To and fro)	
2.	Boarding (Food)**	
3.	Lodging	
4.	Local travel	
5.	Others	
	<b>Total</b>	

*Note:* The max. entitlement for Accommodation, Local Travel and Food bills as per Circular No. C&A/TA/2024 dated 10.01.2025 is Rs. 1200 per day, Rs. 300 per day and Rs. 1000 per day respectively. Travel entitlement is for AC 2nd/Chair Car.

This is to request you to approve the field visit and advance as per the institute rule(s).

Sincerely,

Name & Signature: \_\_\_\_\_

Roll No.: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Supervisor

\_\_\_\_\_  
Signature of Head, ADCPS

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\* - For Full time students in TA category only.

\*\*- Food bills are mandatory (Kindly submit after the field work).