

**Note sheet for Funded Project Travel Desk Requests**

PI of the externally funded project may directly raise the travel request to Travel Desk with the details of request in the following format:

Sanction Order and Cost Centre	Travel budget sanctioned (₹) by funding agency	Travel budget remaining (₹)	Purpose of the travel	Date of Travel	Pickup address	Drop address

The request will be addressed to Manager, General Administration, UPES with Dean R&D, Associate Dean R&D, and Executive@R&D Office in the Carbon Copy (CC).

No separate approval is required for raising travel request under externally funded project. PI has to ensure that funds are spend as per the travel policy of the funding body and/or the UPES.

28/11/2022  
Dean R&D