

This manual lays down the rules to ensure consistency of administrative decisions in sanctioning tours and authorizing reimbursement of travel, boarding and lodging and other incidental expenses.

Travel & Daily Allowance Policy

GSFCU-Travel-Rev 01

GSFC University, Fertilizer Nagar

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TRAVEL & DAILY ALLOWANCE RULES

1. PREAMBLE:

Travel on official business should be carried out with utmost economy, consistent with the basic requirement of dignity, simplicity and security of the staff members on tour. These rules have been laid down to ensure consistency of administrative decisions in sanctioning tours and authorizing reimbursement of travel, boarding & lodging and other incidental expenses. The general principle implicit in the rules has been that allowances are in the nature of reimbursement of actual expenses and should not become a source of income.

These Rules shall apply to all the teaching, non-teaching, short term contractual staff of the University.

2. PURPOSE

The purpose of these rules are to:

- a) Describe the types of expenditures that are reimbursable by the University.
 - b) Inform employees of their responsibilities to control and report travel related expenses.
 - c) Describe the process for an employee to submit and get reimbursement of travel related expenses.
1. An employee travelling in connection with the bonafide work of the company shall be entitled to claim TA/DA from the University to cover fare/transport cost, accommodation, food expenses, internal transport etc.
 2. These rules shall supersede all existing rules regarding Travelling & DA as framed by GSFCU.

3. SANCTIONING AUTHORITY:

Category	Authority in Respect of	Approving/ Sanctioning Authority	Authority for special sanction
I	Provost / Vice-Chancellor, Directors, CFO, CLO and equivalent.	President	President

Category	Authority in Respect of	Approving Authority	Authority for special sanction
II	Registrar, Chief, Dean/ Associate Dean & equivalent.	Provost / Director (Admin. & EF)	President
III	Professor, Associate Professor, Dy. Registrar	Provost	President
	HOD of support function departments like Procurement, HR, Marketing, Facility, Finance, Admission, Library etc and equivalent.	Director (Admin. & EF)	President
IV	Assistant Professor/ Assistant Prof. (Sr. Scale) / Training Officers, Examination Officer Officers with support function departments like Procurement , HR , Marketing Finance Admin, Admission etc, Asst. Librarian and Equivalent, Student Counsellor	Dean /Academic Coordinator / Director (Admin. & EF) /HOD	Provost /Director (Admin. & EF)
V	Executive Assistant. , Administrative Assistant, Library Assistant and Equivalent.	Director (Admin. & EF)	Director (Admin. & EF)
VI	Lab Assistants , and equivalents	Director (Admin. & EF)	Director (Admin. & EF)
VII	All attendants	Director (Admin. & EF)	Director (Admin. & EF)

Note:

- 3.1** The claim shall be forwarded to Finance department by the concerned employee after taking necessary approval of the sanctioning authority for payment purpose.

- 3.2** No employee shall undertake the tour, unless it is approved by the sanctioning authority who shall scrutinize the necessity and duration of journeys and halts and shall also validate that the tour is in the interest of the University's work.
- 3.3** In case of any deviation from the approved tour program, the employee concerned shall take due approval of the authority before putting his TA/DA claim and forwarding the same to the Finance Department.
- 3.4** During their absence, designated officials can delegate the power appropriately.

4. CLASS OF TRAVEL:

4.1 University employees are eligible to the following class of travel indicated in the table:

Category	Category of Staff	Eligibility
I	Registrar, Chief, Dean/ Associate Dean & equivalent.	First Class AC by train (including Shatabdi Express), Economy Class by Air.
II	Professor, Associate Professor, Dy. Registrar	Second Class AC by train (including Shatabdi Express), Economy Class by Air.
III	HOD of support function departments like Procurement, HR, Marketing, Facility, Finance, Admission, Library etc and equivalent.	Second Class AC by train or Chair Car in Shatabdi Express, Economy Class by air for journeys beyond 1500 kilometers.
IV	Assistant Professor/ Assistant Prof. (Sr. Scale) / Training Officers, Examination Officer Officers with support function departments like Procurement , HR , Marketing Finance Admin, Admission etc, Asst. Librarian and Equivalent, Student Counsellor	AC (three tier) by train or AC Chair Car in Shatabdi Express

V	Executive Assistant. , Administrative Assistant, Library Assistant and Equivalent.	Sleeper Class by Train or by public Transport
VI	Lab Assistants , and equivalents	Sleeper Class / Second Class (ordinary) by train or Public Transport Bus
VII	All attendants	Second Class (ordinary) by train or Public Transport Bus

4.2 Employees are required to submit their tour reports invariably to the Sanctioning Authority after returning from the tour. TA bill together with the approved Tour Program shall be submitted immediately on completion of tour, but in any case not later than 7 days from the return to the work place.

4.3 Where a journey is cancelled solely due to exigencies of work and/or other valid reasons, cancellation charges paid to railways/air-lines/ public transport may be reimbursed with the approval of the Sanctioning Authority.

5. JOURNEY BY ROAD

5.1 An employee performing journey by road using his/her own conveyance as per his/her eligibility shall be paid mileage allowance on approval of Director (Admin., EF) at the following rates:

Mode of Transport	Rate of Mileage Allowance (Rs. Per kilometre)
Motor car	Rs. 8.00
Motor Cycle/ Scooter/ Moped	Rs. 5.50

5.2 ELIGIBILITY:

5.2.1 Category I, II, III – They will be eligible for motor car reimbursement as per table 5.1. In case of hiring similar type of public transport/ private car/taxi/online transportation services the reimbursement will be made on actual against the declaration.

5.2.2 **Category IV-** They will be eligible for motor cycle/Scooter/Moped as per table 5.1. In cases where there are minimum 2 employees belonging to the same category, a special approval from the Director (Administration & EF) will be required to hire similar type of public transport/ private car/taxi/online transportation services. The reimbursement will be made on actual against the declaration.

5.2.3 **Category V, VI, VII-** They will be eligible for motor cycle/Scooter/Moped as per table 5.1.

5.2.4 In case of travel by public transport, the TA shall be actual cost of hiring of a single seat or the fare for the class of accommodation to which he/she is entitled whichever is lower. Reservation charges and service charges charged by the Authorized Travel Agent, if any, will be paid extra.

5.3 In case an employee uses the official car for private purpose, he/ she shall be charged as per table 5.1 and an approval has to be sought in advance from Director (Admin., EF) before engaging the car. Further, the approval shall be given only after checking the availability of the car.

5.4 An employee while on official tour shall be reimbursed any Government tax like Toll Tax, etc., which he/she is required to pay during such journey on production of due receipts, etc., as applicable.

5.5 An employee is required to give declaration for total Kms travelled for official work along with the breakup of Km details covered for internal transport while using own vehicle/taxi.

6. HALTING ALLOWANCE/DAILY ALLOWANCE:

6.1 Halting allowance / Daily Allowance is a payment made to an employee while on official tour, in addition to usual emoluments for each day of absence from University for work of the University so as to enable him/her in consequence of such absence. Such allowance shall be payable for the tours undertaken within India.

Category	Halting allowance/Daily Allowance (A)	Ceiling for claiming actual for Lodging (Rs./Day) (B)	Ceiling for claiming actual for Boarding (Rs./Day) (C)
I	1500/-	Actual	Actual
II, III	1200/-	3* Hotel	960/-
IV	740/-	2310/-	580/-
V	520/-	1300/-	400/-
VI	380/-	860/-	325/-
VII	220/-	415/-	325/-

- 6.2** Lodging and Boarding expense will be made on actual subject to maximum ceiling mentioned in column B & C. To claim lodging and Boarding as per column B & C, an employee must submit actual bill for both.
- 6.3** In case of non-submission of actuals (of lodging and boarding or any), the employee will be reimbursed Halting Allowance as mentioned in column A based on his/her category.
- 6.4** The rates of Halting Allowance shall be increased by 40 % in case of halts at metropolitan/A class cities and by 25% in case of halts at State Capitals/Cities.
- 6.5** No halting allowance shall be admissible for the period of leave of any kind while on tour. However, halting allowance maybe drawn for Sundays and holidays which fall during the period of tour when the employee is away from his/ her workplace.
- 6.6** Maximum period for which halting allowance maybe drawn shall not ordinarily exceed 15 days at any one time. However, President/ Director (Admin. & EF)/ Provost for special circumstances may grant halting allowance at normal/ modified rates at his/her discretion beyond the period of 15 days in the interest of University's work.

6.7 Hatting Allowance shall be admissible for the journey period, for each day of 24 hours of journey and/or halt including halt at a place beyond 8 Kms from the workplace, outside municipal limits and shall be regulated as under:

- 6.7.1 For journey period of less than six hours, no HA shall be admissible ;
- 6.7.2 For journey period of six hours and more but less than twelve hours – 50% of eligible halting allowance;
- 6.7.3 For journey period of twelve hours and more - 100% of eligible halting allowance.

7. REIMBURSEMENT OF INTERNAL TRANSPORT EXPENSES:

Cities and Towns	Maximum Ceiling Rs./Day	
	Grade II, III, IV	Grade V, VI, VII
Metropolitan / “A” Class cities	715/-	475/-
Cities having population of 5 lacs & above	570/-	355/-
Cities having population of Less than 5 lacs	430/-	155/-

- For senior/Key officials belonging to Category I, the reimbursement will be on actual basis.

8. JOURNEY BY UNIVERSITY’S CONVEYANCE:

An employee who travels in a conveyance provided by the company shall not be paid any travelling allowance. However he/she will be entitled for the Halting Allowance / Daily Allowance as per his/her eligibility.

9. GENERAL INSTRUCTIONS:

- (i) The President shall be the final Controlling Officer for authorizing tour programs.
- (ii) Conveyance means the mode of travel and will include railway, bus, taxi, rickshaw/cycle-rickshaw, airplane, steamer, company's car and employee's own conveyance namely car, scooter /motor-cycle and moped/auto-cycle.

- (iii) "JOURNEY" means travelling from one place to another in connection with the bonafide work of the University.
- (iv) The Employee can avail the advance to the extent of 75% of the expected expenditure.
- (v) Tour should be undertaken only after authorization by the Sanctioning Authority.
- (vi) Journey should be undertaken by the shortest available route.
- (vii) An employee, sponsored and deputed for attending conference, seminar, etc for which the fees have been paid by the University and where such fees include charges for lodging and boarding, shall be entitled to only travelling expenses incurred as per policy.
- (viii) An employee shall be eligible for reimbursement of conveyance expenses incurred for journey from Railway station/Bus/ Depot/Airport to Guest House/Place of stay and back at the tour destination and also to and fro conveyance expenses from residence to station/Bus Depot/Airport.
- (ix) An employee is supposed to claim reimbursement of the travelling expenses actually incurred by him and hence, he is required to retain the ticket/voucher with him and annex the same with claim form. In case, during verification/inspection, it is found that an employee has claimed more than the class in which he has actually travelled, he is liable for disciplinary action.
- (x) No travelling allowance shall be paid to a person for joining the services of the University on appointment unless specifically sanctioned by the Director (Admin.&EF) / President.
- (xi) No travelling allowance shall be paid to an employee for a journey made after retirement, discharge or dismissal from the services of the University or termination of such service.
- (xii) In case of travel by a vehicle other than public transport, the journey time shall be deemed to have commenced from the residence of the employee at his/her headquarter and end on reaching the residence at his/her headquarter.
- (xiii) In case of travel by public transport, the journey shall be deemed to have begun from the scheduled departure time of train/bus/steamer/aero plane and end on actual arrival time of such transport at the head quarter railway station/bus stop/dock.
- (xiv) In case of air travel, at the time of start of journey, time of reporting to airport shall be considered.
- (xv) Distance shall be counted from the residence of an employee from where journey is commenced to the end of halting place/place of work & back whichever is first and actual.

- (xvi) An employee is required to give declaration for total Kms travelled for official work along with the breakup of Km details covered for internal transport while using own vehicle/taxi. For taxi, he/she is expected to submit the receipt.

