

I.T.S Engineering College, Greater Noida

TRAVEL POLICY

Purpose: To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the college.

1. LOCAL TRAVEL

For local official travel (in the city where employee is based), if an employee is using their own vehicle for official work, it shall be reimbursed as per entitlement below. An employee may find an efficient way to travel and then seek HOD's approval.

Two Wheeler – INR 4 per km

Four Wheeler – INR 8 per km

Metro/auto/bus charges shall be reimbursed as per actual expense.

Guidelines:

- ❖ **Claiming of bill:** For claiming the conveyance, the individual shall be required to fill in the travelling details in the local conveyance reimbursement form, get it approved from the HOD and Director and submit the same in accounts for payment. In addition to the local conveyance, parking and Toll charges shall also be reimbursed on submission of parking/Toll slips along with the local conveyance reimbursement form.
- ❖ **Exception:** Local travelling expenses from college to residence of the employee or from residence to the college shall not be reimbursed. This is not applicable to field staff or any other such category of employees whose nature of work primarily involves travelling. These employees would be paid for each day in varying amounts to be fixed by the college authorities.

Note: The College authorities reserves the right to amend these policy guidelines on time to time basis.

2. DOMESTIC TRAVEL

Travel and tour reimbursements would be made to all employees travelling outstation for official purposes.

The heads covered under this include:

- Travel Expenses (Travel tickets)
- Daily Allowance (Towards food, incidental and out of pocket expenses)

- Lodging (Hotel Accommodation)
- Local Travel (Conveyance)

3. BOARDING & LODGING EXPENSES

These shall be allowed based on the following:

Allowances for Outstation duty – Teaching staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 300/- (for outstation) Rs. 150/- (for Delhi NCR)
2	Towards meals and lodging for full day for one person to outstation	Rs. 1,700/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 2,200/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached)

Allowances for Outstation duty – Admission staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 125/- (for Delhi NCR)
2	Towards meals and lodging for full day for one person to outstation	Rs. 1,500/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,900/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached) – by auto only

Allowances for Outstation duty – Non teaching staff		
S. No.	Details	Entitlement
1	Towards full day meal without lodging	Rs. 200/- (for outstation) Rs. 125/- (for Delhi NCR)

2	Towards meals and lodging for full day for one person to outstation	Rs. 1,200/-
3	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,500/-
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	Rs. 100/- to/ fro from Ghaziabad railway station and Rs. 200/- to/ fro from New Delhi station
5	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached)

Note:

- ❖ DA includes food and other incidental expenses including Laundry, tips, internet, other amenities etc.
- ❖ Auto/Taxi fare will be paid as per the above mentioned slab (from Residence to station/Airport and vice versa).
- ❖ All employees shall travel as per the guidelines issued by college authorities i.e. 2 AC for HOD/Professor, 3AC/ CC for Teaching, Admin and Technical staff for domestic travel. Lodging expenses should be supported by bills along with the travel tickets.
- ❖ Transportation charges include all charges such as Driver expenses etc. except the toll charges & parking which will be paid on actuals in addition to the taxi charges on submission of bills/toll/parking receipts.
- ❖ The boarding and lodging expenses mentioned above are maximum allowed and have to be supported by actual bills.

Guidelines:

- **Submission of request:** Before undertaking any outstation travel, employees are expected to submit the duly approved travel request to Admin department for making necessary bookings.
- **Booking of tickets:** Based on the travel request, Admin department shall book the tickets and convey the same to concerned employee.
- **Approval:** Leave entitlement while on travel would be applicable as per Leave policy with prior approval of HOD.
- **Cancellation of tour:** In the event of tour cancellation because of unforeseen circumstances, it is the responsibility of the employee to cancel the tickets and inform Admin department.
- **Payment reimbursement:** On completion of tour, statement of expenses in the specified format along with supporting documents and tour report duly approved by HOD shall be submitted to Accounts department within 7 days from the date of return for verification and payment processing.

- ***Travel companions:*** The employees are not allowed to travel with personal companions while travelling for official purpose until the same is approved by college authorities.
- ***Miscellaneous expenses:***
 - Any other expenditure incurred during travel, which is not defined in the policy, shall be claimed as miscellaneous expenses with necessary supporting documents and it should have approval of college authorities.
 - Expenses incurred in client entertainment will be extra and would be subject to approval of college authorities. The supporting documents will be required to claim the same.
 - All other extra expenses incurred would be subject to approval by college authorities.