

SAINTGITS Group of Institutions

Norms for Reimbursement of Traveling Expenses & Claiming Related Allowances

General Rules

1. Reimbursement of Expenses in connection with traveling and claiming Daily Allowances (DA) and related expenses are allowed only if such traveling is made for official purpose.
2. The traveling must have been approved by the Management/ Principal or Head of the Institution.
3. The concerned staff must settle all accounts within one week of reporting to college,
4. For computation purpose, Staff Members are classified into four categories;
A Category – Director – Saintgits & Principal,
B Category: Dean and Associate Dean, CoE, General Manager
C Category – Head of The Department, Dy / Asst Dean, Professor, DY CoE and Associate Professor
D Category – Assistant Professors, Manager/Officer– Corporate Relations and Administrative Officer
E Category – 1: Non-Teaching Staff. 2: Students

Purposes of Traveling

1. To carry out any official duty which is assigned by College like visiting University, AICTE, UGC and meeting Industry representatives.
2. To visit other colleges, institutions and companies as a representative of the college
3. To escort students in connection with competitions, industrial visits etc
4. To attend Conferences, Seminars, Faculty Development Programs etc which are approved by the Institution.^{1,2,4}
5. To conduct FDP, MDP and Consultancy services.^{1,3}
6. Any other traveling which are required for fulfilling an official activity.

I.Traveling Expenses & Daily Allowance

a. Local Traveling

Local traveling includes traveling which requires less than 8 hours and short distance traveling which is connected with a long journey. Reimbursement rates are as follows.

Sl No	Category	Traveling is allowed by	Daily Allowance
1	A	Car	As per the office order
2	B	Car	
3	C	Car	
4	D	Car & Bus	
5	E1	Auto & Bus	
6	E2	Auto & Bus	

Notes

1: If journey and or assigned work requires less than 4 hours only half of the Daily allowance can be claimed.

2: If a local journey is a part of a long distance journey, any one DA only can be claimed.

b. Long Journeys

Travelling Allowances (TA) and daily allowance (DA) can be claimed up to the amount mentioned in the given table. DA is for meeting incidental expenses like food and refreshments and can be claimed during traveling time also. There will not be any other reimbursements on the above expenses other than the fixed amount.

Sl No	Category	Traveling Allowance (maximum permissible limit)	Daily Allowance (Rs. Per day)	
			A & B Class cities	Other cities
1	A	1 st Class non AC / 2 nd AC / 3 rd AC / Economy Flight Charge	As per the Office Order	As per the Office Order
2	B	2 nd AC / 3 rd AC / Economy Flight Charge		
3	C	3 rd AC / Economy Flight Charge		
4	D	3 rd AC / Economy Flight Charge		
5	E1	Second Class sleeper charge		
6	E2	Second Class sleeper charge		

A Class Cities: New Delhi, Mumbai, Calcutta, Bangalore, Chennai and Hyderabad

B Class cities: All State Capitals (which are not included in A class) and corporations

C Class cities: Places which do not belong to A class and B class cities.

Notes:

1: Air Travel is allowed If Journey time is more than 15 hours / rail distance from Kottayam to destination is more than 1200 km whichever is lower and flight charge is limited to either actual amount or three times of 3rd AC train fare whichever is lower.

2: An employee is free to travel in higher class but maximum reimbursement is up to the stated amount.

3. Actual travelling bills and tickets must be submitted for claiming the amount.

2.Lodging Allowance

Lodging Allowance is for meeting accommodation expenses and so can not be claimed during traveling time. Maximum eligible amounts are as follows:

Sl No	Category	Lodging Allowance per day (Rs)		
		A Class cities	B Class Cities	Other cities
1	A	As per the office order	As per the office order	As per the office order
2	B			
3	C			
4	D			
5	E1			
6	E2			

Notes:

- 1: An employee is free to stay in higher charged hotel but maximum reimbursement is up to the stated amount.
- 2: Actual Bills must be submitted for claiming the amount.
- 3: Given rates are including all taxes, if applicable

3.International Traveling

If international traveling is for an assigned official duty, the institute will bear all traveling expenses and reimburse all incidental expenses which are required for an international trip. International journey expenses will be treated separately and prior specific approval is to be obtained from Management. If the journey is for attending a conference or seminar or FDP, only half of the actual fare is allowed provided the Institute is satisfied with the quality of program, quality of the paper and reputation of the organizer. Faculty is encouraged to approach funding agencies like AICTE and UGC for financing fully or partly his international journey. (read with Conference norms)

No TA or DA is allowed

1. If journey was for purely personal benefits
2. for activities like attending university valuation, offering guest lecture, meeting research guide etc.

Footnotes:

¹ If TA or DA or accommodation is provided by the organizers/ external agencies, or if the employee attends a remunerative activity, then the DA & TA can not be claimed.

² Read with Conference Norms

³ Only if honorarium/ fee for the same is shared with the institute

⁴ In case of attending Conferences, Seminars, Faculty Development Programs etc actual amount incurred for lodging can be claimed but reimbursement is limited to 50% of sanctioned amount. In case of Daily allowance, 50% of sanctioned amount can only be claimed while attending Conferences, Seminars, Faculty Development Programs.