

Addendum to Travel Policy for International Conference Travel

The purpose of this addendum is to communicate the amendments in the International Travel Policy HR403. This addendum relates to international conference travel only and shall become applicable with immediate effect and shall supersede relevant existing clauses in HR403.

- (1) All International travel requests should be submitted to the Head of the Department and Director of School for travel plan endorsement; it will then be submitted to the Chancellor through the Vice Chancellor for approval.
- (2) International travel request for any conference requiring sponsorship by the University should be sent at least three months in advance of the conference.
- (3) Only one international conference travel is permissible with the department/school/University support in a span of 18 months. Any conference for which the support is requested should be sponsored by recognized professional society.
- (4) Conference Fee: The department/school/University will not pay for late registration for any conference.
- (5) Table 4 and 5 of Annexure III: Lodging limits remain the same, but per diem for Boarding and Local Conveyance for conference travel is modified as follows.

TABLE 6: Boarding & Local Conveyance Limits for International Conferences

International Zones	Currency	Boarding (Breakfast/Lunch/Dinner)	Local Conveyance
US Zone	USD	10/15/15	30
European	USD	12/18/18	36
Rest of the World	USD	8/12/12	23
	<ol style="list-style-type: none"> 1. Amount mentioned above are maximum daily limits under the respective heads. 2. Boarding entitlements are bifurcated into three parts Breakfast, Lunch and Dinner, therefore employee(s) are required to submit bills accordingly. 3. All expenses must be supported by original bills. 4. The boarding and conveyance figures given in Table 4 and Table 5 in HR403 V1.0 do not apply to international conference travel. 		