

SNU Travel Policy

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Policy Details

OBJECTIVES

The objective of this policy is to provide appropriate guidelines and eligibility on expenses to be incurred during short term official travel for University related work. The policy provides to the individual intending to travel, the eligibility for mode of travel and limits for boarding and other expenses during the travel. The policy also gives the procedures for obtaining travel approvals and reimbursement for permissible expenses incurred during the travel.

SCOPE

This policy is applicable to all schools and institutions of the Shiv Nadar University (SNU) unless specified otherwise. It covers all members of the faculty and staff of SNU at all locations. The policy covers short term Domestic and International Travel. Short term means travel duration of up to two weeks. The policy does not cover long term travel, nor does it cover travel associated with relocation, transfer, deputation, secondment or sabbatical.

Human Resources is the owner of the policy and responsible for maintaining and updating the policy. Any clarifications on the policy should be routed to Human Resources.

GENERAL GUIDELINES

- (1) Members should ensure that wherever possible, expenses should be moderate and always in line with the guidelines provided in this policy. It is expected that members will exercise prudence and save costs wherever possible.
- (2) Members should plan the travel at least two weeks in advance to avail maximum discounts offered by various airlines and hotels.
- (3) Ticket bookings for air, train and other means of transport as well as reservations for stay shall always be made by the travel desk on the basis of approved Travel Requisition Form. No reservations are to be made directly by the member of faculty or staff. In the event the travelling member makes a booking on her own due to any reason, the same should be approved by the Head of the Department / Director of

the School, as appropriate. The travelling member should ensure strict adherence to travel guidelines on such occasions.

- (4) Official travel as defined in the scope of this policy is short duration travel and under normal circumstances no leave is to be availed during, or adjunct to the travel. If for some reason such leave becomes essential, the approval for such leave should be taken from the concerned authority prior to proceeding on travel.
- (5) In case of any medical exigency resulting in the need to take leave during travel, all effort should be made to inform the Head of Department / Director of the School as soon as it is reasonably possible.
- (6) While traveling for a Conference, Symposium, etc., members can utilize Lodging and Boarding provided by the sponsor, however if the lodging cost is above the per diem lodging limits then members should evaluate alternative economical options available around the conference venue and work with the travel desk to book accommodation.

TRAVEL ELIGIBILITY AND ENTITLEMENTS

Travel eligibility and entitlements of a member of faculty or staff depends on Travel Category of that position and the destination of travel. The Travel Categories are defined in Annexure I of this policy. The city and country classifications, mode of travel eligibility and limits of per diem Lodging, Boarding and Miscellaneous expenses are listed in Annexure II and Annexure III for National and International travel respectively.

TRAVEL DESK

The Travel Desk is a service managed by the Administration Department and leverages the volume discounts and relationships available to the Shiv Nadar Foundation and HCL group entities. The travel desk is the only authorized entity to make all travel arrangements related to Air or Train bookings and stay arrangements. Generally speaking:

- (1) The Travel Desk will arrange air tickets on best offer basis keeping the economy in mind.
- (2) The stay arrangements will be made in appropriate guest houses, wherever available. If there are no guest houses in the city being visited, they would make lodging arrangements for the travelling member as per her entitlement. In case the accommodation is not available within the entitlement, the Travel Desk will

seek approval from appropriate authority before making the arrangements. Any stay arrangement made by the travel desk can be claimed by the travelling member in full.

- (3) The local conveyance in the city of travel is to be arranged by the individual; however the Travel Desk may be contacted to facilitate the arrangement.
- (4) Travel desk can be contacted at traveldesksnu@snu.edu.in. All communication related to travel requests, visa processing, status of bookings, changes in itinerary, submission of approved travel requisition form, will be handled through this email id.

INITIATING A TRAVEL REQUEST

- (1) All travel requests should be initiated by the travelling individual stating the purpose of travel, number of days of travel, etc. in the **Travel Requisition Form (TRF)** provided in Annexure IV and submitted to the Head of Department / Director of the School for approval.
- (2) The form with approval from the Head of Department / Director of the School should be sent to Travel Desk in administration department for the Travel and Stay arrangements, ticketing for travel; and for travel advance to the accounts department.
- (3) It is required that an approved travel requisition is sent to Travel Desk at least two weeks prior to the date of travel.

CANCELLATION OR CHANGE IN TRAVEL PLAN

- (1) Any change in travel plan should be immediately intimated to the Administration Department in an email or over the phone stating the ticket details. When the cancellation or rescheduling is done over the phone, the same should subsequently be documented on email to the Travel Desk and Director of the School / Head of Department within reasonable time, usually 24 hours.
- (2) Change in travel plans requiring cancellation or rescheduling of a confirmed ticket could attract significant penalties and costs. Changes in the travel plans should be made only if it is absolutely essential. Any changes in travel plans should be approved again by the Head of the Department / Director of the School on email and the Travel Desk informed.

TRAVEL ADVANCE

Travel advance can be taken to meet the boarding, lodging and local conveyance expenses. Travel advance equivalent to total estimated expenses for number of days of travel can be requested in the TRF while seeking travel approval from Head of Department / Director of the School. Travel advance will be provided by the accounts department of the University.

TRAVEL EXPENSE CLAIM AND REIMBURSEMENT

- (1) All travel expense claims should be submitted in **Travel Expense Claim Form (TEC)** provided in Annexure V within seven working days from the day of return.
- (2) It is mandatory that all claims are supported with legible actual bills of expenditure. Cash receipts or credit card slips in original should be accompanied with actual bills. For claiming expenses without any support, please refer to the “Non availability of supporting documents and lost bills” clause in this policy
- (3) It is advised that members settle all claims of a completed travel before initiating next travel.
- (4) All claims within the policy will be processed by the accounts department and directly transferred to the credit of members’ savings bank account in the records of the University within 7 business days.

NON-AVAILABILITY OF SUPPORTING DOCUMENTS AND LOST BILLS

Need for claiming an expense without supporting documentation could be either due to lost bills or when bills are not provided by the Vendor. In both the events, a travelling member can claim the expense by signing a declaration in the form provided in Annexure VI.

OTHER ELIGIBLE EXPENSES RELATED TO TRAVEL

There may be expenses that may be required to be incurred in addition to the regular boarding and lodging expenses, these can be claimed on actuals over and above Boarding, Lodging and Miscellaneous Expenses permitted as per policy. These expenses must be supported with original bills.

- (1) **Conference fee:** In case the conference registration fee is to be paid in advance of travel then the same should be separately requisitioned, approved and paid for. For doing this TRF in Annexure IV should be initiated requesting for payment

of Conference Registration fee. The TRF should be revalidated closer to date of travel. If Conference fee is paid during travel, it may be claimed by giving proper receipt at the time of filing of travel expense claim.

- (2) **Visa fee:** Visa will be handled by the travel desk; the traveling member will need to fill the required forms, provide the relevant documentation and photographs to the travel desk. The travelling member may be required to travel to the relevant embassy for an interview as per requirements of the embassy. The cost of travel to the embassy can be claimed as local conveyance. To initiate Visa request the travelling member should fill the TRF form with indicative dates of travel and name the countries for which the Visa is required. Travel Desk will meet the expense for the Visa fee.
- (3) **Passport fee:** The travelling member must ensure that she has a passport that is valid for at least six months from the date of travel. The cost of a new passport, renewal or replacement of lost passports is to be borne by the member.
- (4) **Vaccination fee:** In case the country where the member is travelling to requires certain vaccinations to be taken, the cost of that can be claimed separately. The travelling member must arrange for vaccination through her respective medical practitioner.
- (5) **Excess Baggage:** It is expected that the travelling member will travel within the free baggage allowance of the airline or train. Any charges on account of excess baggage should be justified and can be claimed on approval from the Director of the School / Head of the Department.
- (6) **Calling Card:** All members traveling outside the country are advised to procure a calling card through the Travel Desk. Reimbursement for up to 20 USD (or equivalent) per week will be allowed. Cost of International roaming for Voice and Data is prohibitive. Members should not use Indian mobile connection for making and receiving calls, surfing internet or sending and receiving emails while on international travel. No reimbursements will be made for international roaming charges both for Voice and Data.
- (7) **Airport Taxes:** Airport taxes wherever applicable, can be claimed on actuals.
- (8) **Insurance:** All applicable insurance arrangements and related costs will be taken care off by the Travel Desk directly, as part of the travel arrangements.
- (9) **International Airport Transit:** For international travel if the transit at any international airport is more than 6 hours, a transit allowance for food can be

claimed on actuals up to a maximum of \$20 and for transit in excess of 12 hours the maximum admissible limit will be \$40.

DISALLOWED EXPENSES

- (1) All personal expenses such as toiletries, medicines, sauna, spa, massages, beauty salon, barber's charge, use of health club in the hotel are not admissible and should not be claimed.
- (2) Any visit to recreation center, multiplex, theater or any purchase of videos, books, and stationary items will also be not reimbursed as per the policy.

Annexure I: Travel Categories

TABLE 1: Travel Categories Classification

Travel Category	Applicable To
TC0	Vice Chancellor, President, School Directors
TC1	Distinguished Professors, Professors, Fellows, Deans, Director of University Centres, Enabling Function members at the level of General Manager & above
TC2	Associate Professors, Assistant Professors, Assistant Dean, Associate Dean, Registrar, Librarian, Lead, Program Design Lead, Enabling Function Members at the level of Manager, Senior Manager, Group Manager, Associate General Manager and Deputy General Manager
TC3	Research Associates, Teaching Associates, Lab / Library Assistants / Attendants / Technicians, Enabling Function member at the level of Deputy Manager and below. Any other member not covered in the Travel Categories above

Annexure II: Domestic Travel

TABLE 1: India City Zone Classification

City Zone	Cities
A	NCR, Mumbai, Chennai, Bangalore, Pune, Hyderabad
B	All State Capitals not covered in City Zone A above
C	All other cities in India

TABLE 2: Domestic Travel (Within India)

Per Diem Allowances in INR

Travel Category	Travel Mode		Lodging			Boarding			Misc.
	Inter - City	Local	A	B	C	A	B	C	
TC1	Air Economy / AC I Train	AC Taxi	5000	3000	2500	700	600	500	100
TC2	Air Economy / AC II Train	Taxi	3500	2500	2000	500	400	300	50
TC3	Train AC III / Chair Car	Auto	2500	2000	1200	350	250	200	25

1. Amount mentioned above are maximum daily entitlements applicable during the travel related to University Work only.
2. All expenses must be supported by original bills except for Miscellaneous Expenses which can be claimed based on self-declaration.
3. Entitlements mentioned above are applicable for outstation travel ranging from 1 to 14 days only. For any travel exceeding 14 days, the entitlement may be requested from the HR team which shall be decided on case to case basis considering the purpose and other available information.
4. The above mentioned entitlements shall not apply to members proceeding on sabbatical or any other long leave.

Annexure III: International Travel

TABLE 3: Travel Class

Travel Category	Mode of Travel
TC0	Business Class for travel across continents / Economy Class for travel within a continent
TC1 & TC2	Air - Economy Class

Table 4: Allowances - United States

Per Diem Allowances in USD

Cities	Travel Category	Lodging	Boarding, Local Conveyance & Misc.
Illinois: New York New London, New Jersey, Chicago California: Santa Barbara, San Jose, San Francisco, San Diego, Palo Alto, Stanford, Newark, Massachusetts, Marlton, Los Angeles, Long Island, Irvine , Connecticut: Stratford, Stamford New Jersey: Princeton, Plainsboro, Park Ridge, New Providence.	TC1	135	80
	TC2	100	70
New York: Webster, Syracuse, Seneca Falls, Poughkeepsie, Pleasantville, Elmsford, Buffalo, Albany Massachusetts: Waltham, Quincy, Mansfield, Lowell, Franklin, Cambridge, Burlington, Boston, Beverly, Ashland Michigan: Ann Arbor, Detroit, Rochester Minnesota: Andover, Washington: Seattle, Redmond, Lynnwood, Bothell, Bellevue	TC1	115	80
	TC2	95	70
Ohio: West Chester, Warren, Toledo, Miamisburg, Dublin Pennsylvania: West Point, West Norristown Rhode Island: Greenville, Providence, Wakefield, Warwick Texas: San Antonio, Irving, Frisco, Dallas, Cypress, Austin, Arlington, Addison Wisconsin: Wisconsin, Milwaukee, Madison	TC1	110	80
	TC2	90	70

Annexure III: International Travel (Contt...)

TABLE 5: Allowances – Other Countries

Per Diem Allowances in Stated Currency

Countries	Travel Category	Lodging	Boarding, Local Conveyance & Misc.
UK (London) – In GBP	TC1	115	60
	TC2	90	45
UK (Non-London) – In GBP	TC1	85	60
	TC2	70	45
France, Italy, Denmark, Switzerland –In Euro	TC1	135	70
	TC2	100	55
Germany, The Netherlands, Spain, - In Euro	TC1	120	65
	TC2	85	50
Canada - In CAD	TC1	140	80
	TC2	100	70
Australia - In AUD	TC1	135	80
	TC2	100	70
Austria, Belgium, Greece, Sweden, – In Euro	TC1	100	60
	TC2	70	50
China - In Chinese RMB	TC1	750	400
	TC2	630	300
Singapore - In SGD	TC1	150	80
	TC2	125	60

ANNEXURE IV: TRF

TRAVEL REQUISITION FORM			
Please tick the applicable box(es) for the services desired: <input type="checkbox"/> Visa Application; <input type="checkbox"/> Payment of registration; <input type="checkbox"/> Actual Travel			
Faculty / Staff Member's Details			
Name		University ID No:	
Title			
Department / Function		Name of HOD / Function Head	
School		Name of School Director	
Travel Purpose & Benefits:			
Please attach relevant documents / email printouts to substantiate your purpose of travel (like details of the paper being presented, the forum where you are presenting the paper, details of the conference / seminar / program being attended, invitation letter from the inviting agency)			
Purpose of Travel:			
How do you see the above travel benefiting you, your Department / School and the University:			
When did you travel last for a purpose similar to that of the above:			
If you are teaching any courses, how will they be managed during your travel period:			
Travel Details			
Travel Category Entitled		Travel Type (Local / Domestic / International)	
Travel Destination (City & Country)		Travel Period (From - To)	
Total Duration of Travel (in Days)		Mode of Travel	
Ticket Fare Cost (Approx.)		Total Lodging Cost (Approx.)	
Total Boarding Cost (Approx.)		Total Conveyance Expense (Approx.)	
Total Misc Expenses (Approx.)		Total Cost of Travel (Approx.)	
Any cost exceeding Entitlements? If yes, please provide justification:			
Faculty / Staff Member's Signature:			Date:
Recommendation by HOD / Function Head:			
Name:		Signature:	Date:
Approval by Director of School / Vice Chancellor / President:			
Name:		Signature:	Date:

ANNEXURE V: TEC

TRAVEL EXPENSE CLAIM			
Faculty / Staff Name		Travel Period	From: To
University ID		Travel Location	
Travel Category		Mode of Travel	Air / Train / Road
Travel Purpose			
A: TICKET FARE			
#	Expense Details	Amount (INR)	Remarks
Sub Total (A)			
B: LODGING EXPENSES <i>(please attach details in a separate sheet if the space provided below is insufficient)</i>			
#	Expense Details	Amount (INR)	Remarks
Sub Total (B)			
C: BOARDING EXPENSES <i>(please attach details in a separate sheet if the space provided below is insufficient)</i>			
#	Expense Details	Amount (INR)	Remarks
Sub Total (C)			
D: LOCAL CONVEYANCE EXPENSES <i>(please attach details in a separate sheet if the space provided below is insufficient)</i>			
#	Expense Details	Amount (INR)	Remarks
Sub Total (D)			
E: BUSINESS ENTERTAINMENT / OTHER / MISCELLANEOUS EXPENSES <i>(please attach details in a separate sheet if the space provided below is insufficient)</i>			
#	Expense Details	Amount (INR)	Remarks
Sub Total (E)			
TOTAL TRAVEL EXPENSE (A+B+C+D+E)			
ADVANCE TAKEN (if any)			
NET PAYABLE / RECOVERABLE TO/FROM THE FACULTY / STAFF MEMBER			
Remarks:			
Faculty / Staff's Signature	Approving Manager's Signature	Finance Manager's Signature	

Annexure VI: Declaration for Lost / No Bills

DECLARATION FOR LOST BILL / NO BILLS

I, _____, titled _____ with University Id No. _____ from Department of _____ in School of _____, declare that I have incurred following expenses during my travel to _____ for the period of _____ to _____, for which either no bills were available or I have lost bills due to _____:

#	Date	Description	Expense Category	Currency & Amount
			TOTAL	

May I kindly request to treat the above as an exception and allow the reimbursement of the above expenses as a part of my Travel Expense Claim.

Faculty / Staff Name: _____ **Signature:** _____
Date: _____

Approving HOD / Director of School Remarks:

HOD / Director of School Name: _____ **Signature:** _____
Date: _____