

TRAVEL POLICY v2.0

(Faculty and Staff)

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Policy Details

1. OBJECTIVE

To define guidelines with a view to standardize the privileges and procedures for travel of faculty and staff members of the University. It provides for reasonable expenses towards travel, boarding, conveyance, and other expenses while the member undertakes travel for official purposes.

2. SCOPE

2.1 This policy is applicable to all full-time regular and contractual members of the University at any location if travel is undertaken for official purposes. The policy covers short-term domestic and international travel. Short-term means travel duration of up to two-three weeks.

2.2 The policy does not cover long-term travel, nor does it cover travel associated with relocation, transfer, deputation, secondment or sabbatical.

3. GENERAL GUIDELINES

3.1 It is envisaged that members, while incurring travel expenses during official travel, will apply reasonable discretion and spend prudently keeping the University's laid guidelines, and promote good stewardship of University's fund and resources.

3.2 Virtual substitutes to travel, such as web-conferencing, conference calls and other collaboration technologies should be considered in lieu of travel, wherever possible.

3.3 Member are advised to plan the travel and book the tickets, far in advance, to avail maximum discounts offered by various airlines and hotels.

3.4 Official travel as defined in the scope of this policy is short-duration travel and under normal circumstance not accompanied by leave. However, in case of need it should have approval from the reporting manager well before the travel.

3.5 Members are encouraged to engage with the travel-desk of the administration department or get their travel booking through the University's partnered travel vendors. However, in case of exigencies, members may procure travel related assistance (tickets, hotel booking and taxis) directly through external vendors and claim the expenses on return from the tour.

3.6 In case of change in the travel plan, member should inform the travel-desk/vendor/agent, and get the booking dates changed / cancelled at the earliest, to avoid high ticket and hotel cancelation fees.

3.7 Members may use their frequent-flyer points / mileage or pay the difference, to upgrade to higher class.

- 3.8 No additional cost load will be borne by the University. The charges for missed travel/ no-show tickets on a scheduled date will be debited from member’s account.
- 3.9 The local conveyance during outstation tour to be managed by the member themselves, and preserve the bills/e-bills/e-receipts/bill’s photo to substantiate their travel expense while claiming. The University’s travel-desk/ partnered vendor may be contacted to facilitate the transport arrangement.
- 3.10 The member should plan their stay in the hotel situated in the same city and within the minimum possible range from the place of visit / work to avoid excess local conveyance and for saving on time.
- 3.11 For the days on which member is on leave during the tour, no travel component is payable along with the cost incurred towards boarding / lodging during leave days.
- 3.12 The additional cost incurred by the member if accompanied by someone who is not the University’s member or fall under the scope of this policy, will not be borne by the University and shall not be reimbursed the incremental claim.
- 3.13 The travel desk may be contacted at traveldesks@snu.edu.in. All communications related to travel, boarding, visa processing, or the changes to be made in one’s itinerary or submission of approved travel requisition form may be routed through this email id.

4. GRADES CATEGORIZATION

The Members are classified under the following grade categories, for the purpose of defining their eligibility:

Travel Category	Members in the following Grades
TC1	Professor and above, Registrar, General Manager & above
TC2	Associate Professor, Assistant Professor, Manager to Deputy General Manager
TC3	Deputy Manager and below

5. TRAVEL

a) LOCAL TRAVEL

Any official travel occurring within the boundaries of the National Capital Region (NCR) as defined by the Government of India and which does not require boarding/lodging.

- i. **Approving Authority** - All local travel should be approved by the reporting manager.

Travel Category	Daily permissible expense limit ** (For Food & Misc expense in INR, inclusive of taxes)
	University Travel desk
TC1	500
TC2	400
TC3	300

**Reimbursement of expenses pertaining to food, only on submission of actual bills.

- ii. Expenses towards parking and/or toll, while on official local travel, shall be reimbursed on actuals, on submission of original receipts.
- iii. Any deviation on claim beyond entitlement requires approval from Skip-level Manager.
- iv. Members' should avail economic transport services or personal vehicle or public transport, as per their entitlement detailed below:

Travel Category	Prescribed mileage claim for using personal vehicle for official work, within local boundaries			
	University	Own Vehicle		
	Travel desk	Four-wheeler	Two-wheeler	Local Transit
TC1 / TC2	Car	Reimbursement @ Rs.12/- per km	Reimbursement @ Rs.5/- per km	Actual e-cab (Ola, Uber, etc.) fare
TC3	Car	Reimbursement @ Rs.12/- per km	Reimbursement @ Rs.5/- per km	Actual AC Bus / Deluxe Bus / Metro / Auto fare

Note: Reimbursement of expenses for the journeys performed while on official travel shall be subject to submission of original receipts, and subject to verification of the travel log maintained

- v. Full-day cab booking should be avoided, unless the reporting manager feels the need for it.
- vi. However, members, if required to undertake local travel on University off-days / weekends, shall be provided a University car/reimbursement of fuel cost to and fro from home to the destination.
- vii. Daily allowance shall be applicable if travel is undertaken for official purposes and the total duration exceeds 4 hours. This allowance is to cater to the travel-related miscellaneous expenses borne by the member on submission of original available bills or by making a self-declaration for the remaining expenses.
- viii. No liquor / mini bar bill will be entertained and reimbursed under this allowance.

- ix. **Expense claim** - Official travel expenses incurred by members should be claimed under the department’s business expense and be routed through the HR ERP Portal under ‘Business Expense Reimbursement’.

b) DOMESTIC TRAVEL

All travel within India, and between any states and union territories of India for work official in nature.

- i. **Approving Authority** – All domestic official travel should be approved by the Head of Department (HoD).
- ii. **Classification of cities** – Cities have been classified into three (3) categories, for the purpose of this policy.

Class	Cities
Metro Cities	NCR, Mumbai, Chennai, Bangalore, Pune, Hyderabad, kolkata, Ahmedabad
Class A Cities	All State Capitals not covered as Metro cities covered above
Class B Cities	All other cities not covered under Metro & Class A cities

- iii. **Entitlement for Domestic Travel** – Selection of the mode of travel / daily expense limit on accommodation and meal, should be based on the entitlement of member as detailed below:

Travel Category	Mode of Transport		Mode of Local Conveyance	Daily permissible expense limit (In INR, inclusive of taxes) (Option - A)							Per diem allowance eligibility if Boarding and Lodging is not availed from the University travel helpdesk (Option - B)		
				Metro Cities		Class A Cities		Class B Cities		Daily Misc Expense Limit	Metro Cities	Class A Cities	Class B Cities
	Air	Train		Daily Lodging Expense Limit	Daily Food Expense Limit	Daily Lodging Expense Limit	Daily Food Expense Limit	Daily Lodging Expense Limit	Daily Food Expense Limit		Per Diem	Per Diem	Per Diem
TC1	Economy	AC - I/ Exe AC Chair	Cab	8000	2000	6000	1500	5500	1400	500	5250	4000	3700
TC2	Economy	AC - II/ AC Chair	Cab	7000	1750	5500	1400	5000	1250	400	4575	3650	3325
TC3	Economy	AC - II/AC Chair	Cab	5500	1400	5000	1250	4500	1150	300	3600	3275	2975

- iv. Member, if availing higher than the entitled amount, due to the nature of work demanding so, requires approval of the skip-level manager.
- v. For travel between cities, use of a personal vehicle / taxi by a member should be considered as the last option unless work demands so. The same to substantiated with justification.

- vi. Member should plan their stay within the same city of travel, and within the minimum possible range from the place of visit/work to minimize local conveyance expense and also to save on time.
- vii. Hotel/guest house for stay is normally to be booked only where an overnight stay is required. However, if there is a need for a day-room booking to accommodate a member's convenience after having undertaken a very early morning / overnight flight, or in case of a location that does not have the University office, it should bear the approval of the skip-level manager.
- viii. Member on leave, while on official travel, will not be reimbursed food / travel expenses during the span of their being on leave.
- ix. No liquor / mini bar bill will be entertained and reimbursed.
- x. Daily misc expenses are the minor costs incurred while on an official tour and will include any costs incurred towards procuring water, tips to hotel staff, baggage carriers, laundry, etc. These expenses may be claimed for reimbursement, subject to submission of available bills and by self-declaration of remaining expenses.
- xi. **Expense claim –**
 - a. The member should fill their travel expenses in the Travel Expense Claim Form (TEC), within seven working days from the day of return.
 - b. Reimbursement of local conveyance cost during official domestic travel may be claimed at actuals, against submission of bills.
 - c. Amount mentioned against lodging and food are in INR and as per the entitlement. The amount limits mentioned are inclusive of all taxes. All expenses may be claimed on return, only if the expenses are substantiated by bills in original. No claim will be admissible in case of absence of bills submitted by the member.
 - d. Daily Misc expense Limits are the minor costs incurred while on official tour, and will include any minor costs incurred towards procuring water, tip to hotel staff, baggage carriers, laundry etc. These expenses to be claimed subject to submission of available bills and by self-declaration of remaining expenses.
 - e. The member can choose any 01-option given in the table above (Option-A OR Option-B). Either the daily permissible expense limit including misc expense or per diem allowance. In case the member is choosing per diem allowance option, all arrangements except travelling (to the destination city and within the city) will be made by the member only.
 - f. In case of Option-A where Lodging and Food arrangements are provided by the host, the member can claim daily misc expense subject to submission of available bills and by self-declaration of remaining expenses.
 - g. Per Diem is applicable if Lodging and Food arrangements are not availed from the University or the Host institution. The expenses under this category to be claimed subject to submission of available bills and by self-declaration of remaining expenses while submitting travel expense.

- h. Any travel arrangement to reach the designation city and local travel within that city is over and above of the mentioned entitlements in the given table. These travel arrangements can either be booked by University Travel helpdesk or by the member and to be claimed against the bills as per the travel entitlement.
- i. **Lodging:** In the event that the hotel accommodation cost exceeds the aforementioned limit, approval is required from the reporting manager.
- j. **Food:** In the event the member consumes more than daily entitlement, an approval is required from the reporting manager.

c) INTERNATIONAL TRAVEL

Any travel outside India is referred as International travel.

- i. **Approving Authority** - All international travel must have the approval from the Vice Chancellor, bearing recommendation from the Dean / HoD.
- ii. All documentation related to international travel must be processed well in advance. It is strongly recommended that the member should initiate their travel related paperwork six months (not later than three months) prior to the travel schedule.
- iii. Member is self-responsible for adherence to the respective government’s guidelines pertaining to the international travel.
- iv. Members are advised to get their international ticket booked through the University’s travel desk. This will help book lowest possible air ticket keeping into account its cancellation / exchange rules and fees associated.
- v. The University will provide to and fro airport transfers from New Delhi IGI Airport and two airport transfers from the travel location airport to the temporary place of stay.
- vi. Travel Insurance - The University encourages all members to opt for travel insurance which can be part of travel cost. However, if in addition to the ticket cost, may be reimbursed through travel expense claim form, on submission of bills.
- vii. Members are advised to use public transport for local travel within the city of visit, wherever applicable. Reimbursements for this will be done on actuals, upon submission of bills.
- viii. **International Travel Class entitlement –**

Travel Category	Class of Travel
TC1	Economy Class Air Travel
TC2	Economy Class Air Travel
TC3	Economy Class Air Travel

ix. International Travel entitlement –

- a. The entitlement for misc is inclusive of expenses towards laundry, phone/ SIM, tips, gift the host, etc.
- b. In case travel is not taken care of by the host, members are advised to use public transport as per local conveyance during international travel and will be reimbursed on actuals, on submission of bills.

Countries	Travel Category	Class of Travel	Daily Subsistence Allowance (in US \$)				Per diem eligibility if Boarding and Lodging is not availed from the University travel helpdesk and from the host
			Option-A			Total	
			Daily Hotel Allowance	Daily Meal Allowance	Misc. Expense		
North America,	TC1	Economy	220	110	20	350	175
South America,	TC2	Economy	180	90	20	290	145
European Countries,	TC3	Economy	150	60	10	220	110
SAARC Countries	TC1	Economy	150	90	20	260	130
	TC2	Economy	140	80	20	240	120
	TC3	Economy	120	50	10	180	90
Countries not covered in above two	TC1	Economy	180	90	20	290	145
	TC2	Economy	150	80	20	250	125
	TC3	Economy	130	50	10	190	95

x. Expense Claim –

- k. All travel expense claims should be filled in Travel Expense Claim Form (TEC), along with the required documents and bills to substantiate the claim, within seven working days from the day of return from the travel.
- l. It is advised that members settle all claims of their completed travel before initiating next travel.
- m. All claims made by the member will be processed by the finance and accounts department, and shall be processed within 7 working days.
- n. Reimbursement of local conveyance cost during official international travel may be claimed at actuals, against submission of bills.
- o. Amount mentioned against lodging and food are in USD and as per the entitlement. The amount limits mentioned are inclusive of all taxes. All expenses may be claimed on return, only if the expenses are substantiated by bills in original. No claim will be admissible in case of absence of bills submitted by the member.
- p. Daily Misc expense Limits are the minor costs incurred while on official tour, and will include any minor costs incurred towards procuring water, tip to hotel staff, baggage carriers, laundry etc. These expenses to be claimed subject to submission of available bills and by self-declaration of remaining expenses.
- q. The member can choose any 01-option given in the table above (Option-A OR Option-B). Either the daily permissible expense limit including misc expense or per diem allowance. In case the member is choosing per diem allowance option,

all arrangements except travelling (to the destination city and within the city) will be made by the member only.

- r. In case of Option-A where Lodging and Food arrangements are provided by the host, the member can claim daily misc expense subject to submission of available bills and by self-declaration of remaining expenses while submitting travel expense.
- s. Per Diem is applicable if Lodging and Food arrangements are not availed from the University or the Host institution. The expenses under this category to be claimed subject to submission of available bills and by self-declaration of remaining expenses while submitting travel expense.
- t. Any travel arrangement to reach the designation city and local travel within that city is over and above of the mentioned entitlements in the given table. These travel arrangements can either be booked by University Travel helpdesk or by the member and to be claimed against the bills as per the travel entitlement.
- u. SAARC Countries: Includes Bangladesh, Bhutan, Pakistan, Afghanistan, Sri Lanka, Maldives & Nepal.

6. ADDITIONAL EXPENSES RELATED TO TRAVEL

The member may claim few of the expenses on actuals subject to submission of original bills, while will have to bear additional cost on few.

- a. **Advance payment** – The conference registration fee, if required to be paid in advance, should be requisitioned through Travel Requisition **Form (TRF)**. The finance & accounts team to make the payment within a span of 7 working days, from the date of receipt of approval from the reporting manager.
- b. **On Spot** – The conference fee to be paid from the advance payment sought, and later substantiated by submitting its receipt copy through Travel Expense Claim Form (TEC).
- c. **Visa fee** – Visa process will be initiated by the travel desk team. Members are advised to submit and support the travel desk team in completing the process formalities well on time. The fees for visa will be borne by the University through the travel desk team. However, the member may claim the cost of travel to the respective Embassy through Travel Expense Claim Form (TEC).
- d. **Passport fee** – The member must ensure to have passport with its validity for atleast six months from the date of return. The cost of its renewal or re-issuance in case of lost / damage of current passport to be borne by the member themselves.
- e. **Vaccination fee** – In case member is travelling to country which mandates on undertaking certain vaccination, the member can claim its cost through Travel Expense Claim Form (TEC), by submitted the vaccination certificate(s) along with bills.

- f. **Excess baggage** – The member is strongly advised to travel within its permissible baggage limits in terms of its weight and number of baggage's carrying along with during travel. Any charges on account of deviation should be justified, and its payment is subject to approval from the skip-level manager.
- g. **Airport tax** – Airport taxes wherever applicable, can be claimed on actuals.
- h. **Insurance** – All applicable insurance arrangements and related costs will be taken care off by the Travel Desk directly, as part of the travel arrangements.
- i. **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.

7. PROHIBITED EXPENSES

- a. 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.
- b. Any visit to recreation centre, multiplex, theatre or any purchase of videos, books, and stationary items will also not be reimbursed as per the policy.

8. EXECEPTION

Any exceptions will be solely at the discretion of VC Council.

9. AMENDMENT

HR may undertake amendments in this policy based on feedback from the VC council.

Release Control

Release Date	Version No:	Details	Released by	Reviewed by	Approved by
4-Nov-13	V0.8	Pre Release: the purpose of pre-release is to inform all stakeholders about the issuance of this policy and also to give advance intimation to the assured departments to get prepared. The policy will be released after 3 business days of pre-release	Guneet Kaur		Rajiv Swarup
8-Nov-13	V1.0	First Release	Guneet Kaur		Rajiv Swarup
01-Dec-24	V2.0	Policy T&C reviewed and amended	Human Resources	Executive Director and VC council	Vice Chancellor

POLICY ADMINISTERED BY:

Department:	Represented By:	Date
Administration	Bhaskar Mishra	8-Nov-13
Finance	Manish Gaur	8-Nov-13
IT	Anand Padmanabhan	8-Nov-13
HR (Policy Owner)	Rajiv Swarup	8-Nov-13

POLICY RATIFIED BY:

Office of:	Represented By:	Date
Registrar SNU	Samuel Ernest	8-Nov-13
Director School of Engineering	Madan Gopal	8-Nov-13
Director School of Humanities & Social Sciences	Shubhashis Gangopadhyay	8-Nov-13
Director School of Management and Entrepreneurship	Shekhar Chaudhuri	8-Nov-13
Director School of Natural Sciences	Rupamanjari Ghosh	8-Nov-13
Rupamanjari Ghosh	Rajiv Swarup	8-Nov-13
Vice Chancellor SNU	Nikhil Sinha	8-Nov-13