

Domestic Travel Policy

1. Short Title, Applicability and Commencement

- a) This policy shall be called "SRMUH – Travel Policy"
- b) This policy is applicable to the following categories of persons, when travelling in connection with University Affairs:
 - all employees of the University (Teaching as well Non-teaching performing duties on behalf of the University)
 - special invitees of the University such as Distinguished Professors, Visiting Professors, Eminent Fellows, Resource Persons etc.
 - members of all Academic and Statutory Bodies of the University.
 - any other person invited by the University in connection with the affairs of the University to which the University has committed the payment of TA.

2. Objectives:

The objective of this policy is to have a uniform and transparent pattern of payment regarding travelling domestically to all those persons who are entitled to claim travel reimbursement under this policy.

3. Guiding principles:

- Persons using official University transport shall not be entitled to claim TA under this policy.
- This policy shall not be applicable to the University employees travelling for their private work or visiting outside to other organizations for delivering lecture / as external examiner / expert / member of a Committee / Resource Person etc.
- The entitlement of the Travelling Allowance given in this policy is the maximum claim which the individual can get reimbursed from the University. However, if cheaper mode of travelling is available, the same should be preferred and the payment shall be made as actual basis.
- The persons claiming Travelling Allowance under this policy should make best efforts to travel by shortest route. Travel by longer route shall be allowed only in those cases where travel by shortest route is not possible.
- In case of Air Travel, the booking should be done, as far as possible, seven days in advance. All the airlines which have the list rates. Reservation charges, if any, shall be paid.
- Actual receipts/bill/invoices of payments should be submitted alongwith the TA bill / reimbursement form of the University within 15 days of the completion of the visit.
- In case of road transport, the actual toll tax paid shall be reimbursed.
- All employees should preferably procure travel tickets through the authorized service provider with proper invoice to undertake journey.
- In case a person travels by his own vehicle, he/she shall be paid TA as per the entitlement given in this policy. In this case, the person driving the vehicle should have authorized driving license and the vehicle should have all necessary documents as per law, failing which there should be no liability of the University.

- Persons should prefer to use metered taxis (Uber, Ola etc.) rather than taking taxis from hotels or unauthorized vehicles.
- Exceptional Approval is required whenever an expense does not conform to “SRMUH Travel Policy” / guidelines and requires an exceptional approval as per the policy
- Any exceptional approval shall be given by Vice Chancellor / Registrar.

4. Classification of Claimants

For the purpose of claim/payment of TA, the eligible persons have been classified in the following categories:

- **Group 1A:** Vice Chancellor, Pro-Vice Chancellor, Registrar
- **Group 1:** Dean(s), Director(s), Distinguished/Visiting Professor(s), Members of Academic and Statutory Bodies, special invitees of the University such as Eminent Fellows, Resource Persons.
- **Group 2:** Controller of Examination, Associate Dean(s), Professor(s), Dy. Director(s), Dy Registrar, General Manager
- **Group 3:** Associate Professor(s), Assistant Professor(s), Associate Director(s), Assistant Director(s),
- **Group 4:** Manager(s), Assistant Registrar(s), TA/ RA/ Instructor(s), Counsellor(s).
- **Group 5:** Below Assistant Manager(s)/ Administration staff/ others with approval

5. Travel Eligibility by Air/Train/Bus.

| Category | Highest Mode of eligible travel |
|------------|---|
| Group 1 A | Air Business Class / Premium Economy / Train - 1 AC |
| Group 1 | Air Economy / Train-1 AC |
| Group 2, 3 | Air Economy / Train-2 AC / AC Bus |
| Group 4 | Train-3 AC / AC Bus |
| Group 5 | Train-Sleeper Class / AC Bus |

6. Travel Eligibility by Two/Three/Four Wheeler.

Persons travelling by Two/Three/Four Wheeler shall be entitled to claim TA at the rates given below:

| Vehicle Type | Cost per KM |
|---------------------|---------------|
| Car/ Four-Wheeler | INR 15 per KM |
| Auto/ Three-wheeler | INR 10 per KM |
| Two-Wheelers | INR 8 per KM |

7. Boarding & Lodging entitlement

- Employees are required to utilize the university/group guest house facilities wherever existing and available. Hotel reservations should be done through the authorized service provider (OYO, booking.com, Yatra, MMT, etc.) as per his/her entitlements specified in each category.
- Hotel Tariff Entitlements per night subject to the amount (INR) ceiling as mentioned below.

| Category | A Cities | B Cities | C Cities |
|-----------|----------|----------|----------|
| Group 1 A | Actuals | Actuals | Actuals |
| Group 1 | 8000 | 7000 | 5000 |
| Group 2 | 6000 | 5000 | 4000 |
| Group 3 | 5000 | 4000 | 3000 |
| Group 4 | 3000 | 2000 | 1500 |
| Group 5 | 2000 | 1500 | 1000 |

In addition to the above, the actual food expenses during the period of visit shall be reimbursable on submission of receipt.

Classification of Cities

| Category | City List |
|------------|---|
| Category-A | Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, UTs. |
| Category-B | Agra, Ahmedabad, Gandhinagar, Aligarh, Allahabad, Amaravati, Amritsar, Asansol, Aurangabad, Bareilly, Belgaum, Bhiwandi, Bhopal, Bhubaneswar, Bikaner, Coimbatore, Cuttack, Dehradun, Dhanbad, Durg Bhilal Nagar, Faridabad, Gangtok, Ghaziabad, Gorakhpur, Guntur, Guwahati, Gwalior, Hubli-Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kanpur, Kozhikode, Kochi, Kolhapur, Kota, Lucknow, Ludhiana, Madurai, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nashik, Patna, Pune, Raipur, Rajkot, Ranchi, Salem, Solapur, Shimla, Srinagar, Surat, Thiruvanthapuram, Tiruchirappalli, Tirunelveli, Vadodara, Varanasi, Vijayawada, Visakhapatnam, Warangal. |
| Category-C | All other cities. |

- No expenses on alcohol & cigarettes can be claimed.
- If an employee must entertain some guest as part of the business trip, the same can be claimed along with the boarding expenses clearly mentioning the nature of the guest.
- Employees making their own arrangements for lodging will be entitled for a per diem allowance. Per Diem allowance is intended to cover lodging expenses. Per diem expenses will be provided as under:

| Per Diem Allowance (Per Night) (INR) | |
|--------------------------------------|------|
| Group 1A | 3000 |
| Group 1 | 2000 |
| Group 2 | 1500 |
| Group 3 | 1000 |
| Group 4 | 800 |
| Group 5 | 600 |

8. Other Expenses during the business trips:

- Miscellaneous expenses such as expenses for transporting and storage of baggage, fares, postage, airport charges and parking charges can also be claimed on submission of receipts
- Excess baggage costs that result from carrying university's equipment, papers and files are reimbursable

9. Day and Date of Journey:

The starting and ending date of every trip should be stated in travelling expense statement. The starting and ending date of the business trip would mean the point of time when the employee leaves and reaches respectively his/her place of work or his/her house.

10. Combined Business trips with Private trips

For a combined business and home-leave trip or other private trips it would require prior approval of relevant authority. Only those costs will be reimbursed which is exclusively incurred on account of business trips and should be totally and clearly distinguished from private expenditures.

11. Joint Business trips

For joint business trips, each of the persons travelling should provide his own individual travel expenses statement. In case joint expenses are incurred, the same can be claimed by one person by clearly stating the name of other person(s) and the expenses statement to be signed by all the concerned person(s).

12. Cancellation

Railway and flight tickets or hotel bookings, which have not been utilized should be cancelled and in terms of no refund option, relevant proof illustrating the same must be submitted accordingly.

13. Loss of Travel booking

All persons are advised to carry with them all necessary documents (hard & soft copy). It is the responsibility of individual to safeguard travel advance, if any, and baggage. The university is not responsible for any loss.

14. Advance Payment

Advances, if required, will be issued in appropriate cases to support the needs of employees who are required to travel for explicit business assignments.

a) Procedure for claiming advance:

- Application can be made for availing the probable costs that may be incurred for the business trip in the Advance form. Advance needs to be jointly approved by Head of the Department and Registrar. In case of advances exceeding 1 lakh, the approval of the Vice Chancellor is required.
- A new travel advance can be availed only if the expense against the previous advance has been settled and accounted for by the individual.

b) Processing Time

- Advance will be processed within two working days from the date of receiving the request, provided approved advance request reaches finance before 12 noon
- The travel advance should be returned without delay in case of the employee fails to undertake the journey either on personal or official reasons.

c) Settlement of Advances

Advance should be settled within fifteen working days of end of travel, through submission of expense report or by refunding the excess advance through cheque/ cash, clearly mentioning the name, purpose and expense report reference on back of the cheque/ reimbursement form as applicable

d) Recovery of Advances

Failure to deposit the balance advance within the stipulated time frame will be viewed seriously and recovery will be made from the salary due to the individual.

(Registrar)



