



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
GURGAON, DELHI-NCR
(Established by the Haryana Act No.8 of 2013)

Ref. No. : SGTU/BOM/10.6/2014

Dated : 21st November, 2014

TRAVEL POLICY

1. Purpose

These regulations will govern the payment of traveling allowance, daily allowance and local mileage allowance to the SGT University employees with effect from the date of approval of the Board of Management.

2. University Employees

For the purpose of these regulations, those who are borne on the establishment of the SGT University shall be deemed as 'University employees'.

3. Classification of Cities

3.1 Metro (Class A) Cities :

Calcutta, Mumbai, Delhi, Chennai, Bangalore, Hyderabad, Ahmadabad, Pune.

3.2 Sub –Metro (Class B) Cities :

State Capitals, Delhi NCR and all Hill Station for the purpose of these Rules will be treated as Sub-Metros.

3.3 Other (Class C) Cities :

All other towns/ cities will be treated as "other cities".

4 Grading of University Employees :

For the purpose of TA/DA, the grading of the University employees shall be as under:

Grade	Designation
IA	Chancellor, Vice Chancellor, Pro Vice Chancellor & equivalent officers
IB	Deans, Registrar, Director, Chief Librarian, Controller of Examinations, Principal of College, Medical Superintendent, Professors, CFAO & equivalent officers
II	Associate Professor, CMO, Dy. Registrar, GM / AGM & equivalent officers
III	Asstt. Professor, Sr. Resident, Junior Resident, RMO, Tutor/Demonstrator, Asstt. Registrar, Superintendent, Asstt. Librarian, Sr. Manager, Manager, Dy. Manager, Asstt. Manager, Sr. Engineer, Secretary Tutor/Demonstrator, System Analyst & equivalent officers
IV	Technical Assistant/Technician, Lab Asstt., Lib. Asstt., Office Asstt., Modeler, ngineer, Personal Asstt., Stenographer, Accountant, Programmer, Computer Operator, Lab. Attendant, Library Attendant, & equivalent employees
V	Driver, Ward Boy/Girl, Security Guard, Peon/Messenger, Housekeeping Boy/Girl, & equivalent employees

5. Entitlement for hotel charges and Daily Allowance and mode of travel:

Grade	Class - "A" Metro Cities			Class - "B" Sub – Metro			Class - "C" All other Cities			Mode of Travel
	Hotel Incl. Tax	Daily Allowance	Flat Rate	Hotel Incl. Tax	Daily Allowance	Flat Rate	Hotel Incl. Tax	Daily Allowance	Flat Rate	
IA	7500	1500	1200	5000	1200	1000	3500	1000	800	AIR (Business Class)/ I-A/C
IB	5000	1200	1000	4000	1000	1000	3500	1000	800	AIR (Economy Class)/ I-A/C
II	3500	1200	1000	3000	1000	800	2500	750	500	II-A/C
III	3000	1000	800	2500	750	500	2000	500	300	III-A/C Sleeper/ A/C Chair Car
IV	2000	500	300	1500	400	250	1200	300	200	II Class Sleeper
V	1200	300	200	800	250	200	500	200	150	II Class Sleeper Bus

6. Mode of Local Travel when on tour for official work:

Grade	Mode of Travel	Charges
1-III	Taxi/Own Vehicle	Rs. 10/- per Km
IV	Bike / Motorcycle	Rs. 3.50 per Km
V	Auto Rikshaw & Bus	Actual Charges
Outside Expert	Taxi/Own Vehicle	Rs. 10/- per Km or Actual

7. Competent Authority to approve the tour Programme:

Grade of employee proceeding on tour	Competent authority
I	Officer concerned
IB	Vice-Chancellor; Pro Vice-Chancellor in absence of Vice-Chancellor
II-V	Concerned Grade II Officer

8. General Instructions:

- The employee can draw advance equivalent to 75% of the estimated tour expenses. The account of advance must be rendered with the T.A. bill failing which all payments of the concerned employee on account of salary, etc. shall be withheld without any notice till the settlement of the account or recovery equivalent to the amount of advance.
- In case the employee does not draw advance and meet expenditure from his/her pocket, he/she will be reimbursed the amount of expenditure arrived at on the basis of entitlement prescribed under Rules 4-6 above.

- (c) All T.A. bills must be submitted along with original receipts/bills in the prescribed form (Annexure -I & Annexure - II) only within 7 days of the completion of tour, through Head of the Department to the Accounts Department.
- (d) While traveling by Air/I AC/ II AC Sleeper / I Class, it is mandatory to produce the ticket either in original or photocopy thereof as proof. In the absence of the proof, it will be presumed that the employee has traveled by II Class and the fare will be reimbursed accordingly.
- (e) Prior approval of the Vice-Chancellor must be obtained for travelling by Air failing which other cheaper mode of travel shall be taken into consideration for payment of T.A.
- (f) The lodging expenses payable against Hotel Bill shall be limited to Room Rent, related service charges and taxes only. No amount shall be admissible for incidentals such as laundry, port rage, tips, drinks, cigarettes, etc. These instructions shall not apply in the event any employee accompanies a Foreign Delegation. The expenses shall be payable as per actual without D.A.
- (g) Lodging expenses must be supported by a relevant hotel bill including taxes subject to a maximum limit prescribed under Rule 5 above.
- (h) Where the employee stays at his/her own arrangement, he/she shall be entitled for flat rate prescribed under Rule 5 above. He/she will not be entitled for any other allowances/charges.
- (i) If the journey is more than three days, then laundry charges will be allowed up to a maximum of Rs. 35/- per day.
- (j) Wherever University is maintaining its staff quarters & hotels, the employee must avail of this facility. In case of non-availability of accommodation in the staff quarter/hotels, the employee shall be entitled for hotel charges as prescribed under Rule 5 above.
- (k) The employee shall not be entitled to lodging expenses for Night Journey in the Train / Bus i.e. during Night Journey in the Train/Bus, only boarding expenses shall be paid.
- (l) D.A. will be calculated as under :
 - (i) $\text{Arrival date \& time (-) Departure date \& time} / 24 = \text{Days entitled for full D.A. + Balance Hours}$
 - (ii) For balance hours, the employee shall be paid D.A. as under :

Upto to 12 hours	-	50% of Boarding Charges
Above 12 hours	-	100% of Boarding Charges
- (m) Expenses of special nature must be clearly mentioned in the tour programme submitted for approval of the competent authority/Vice-Chancellor failing which such expenses shall not be paid.
- (n) A very serious view of irregularities in expenses or allowances, if any, shall be taken and the claimant shall be liable to such action as the competent authority may deem appropriate.

9. Emergency Travel Arrangements

If the business/academic trip is interrupted due to some unavoidable circumstances such as family emergency, all reasonable expenses incurred to return home will be reimbursable.

9.1 Notification of Serious Illness or Injury

If the employee falls seriously ill or gets injured while traveling, he/she must report the illness and/or injury to his/her Reporting Officer or other competent authority as soon as possible.

9.2 Miscellaneous Travel Expenses

The following miscellaneous travel related expenses will be reimbursable, provided that the same are reasonable.

Medical expenses - In the case of medical emergency or unplanned medical needs while on a trip, reasonable and necessary doctors' bills, prescriptions, and other medical services will be reimbursed. Proof must be submitted.



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TRAVEL REQUISITION FORM

TRAVELLER'S PARTICULARS

Name : _____

Department : _____ Designation : _____

Purpose : _____

TRAVELLING MODE

By Air/Train

Date	Expected Time of Departure	Flight/Train No.	Destination	Class

By Road Rental Car Own Car Bus Co. Car

Accommodation

Check in Time	Check out Time	City/Town

Signature of Applicant

Approved by :



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TRAVELLING EXPENSES CLAIM & RE-IMBURSEMENT FORM

Name : _____

Designation : _____ Department : _____

Date of Start : _____ Date of Arrival : _____

Purpose : _____

Sr. No.	Particulars	Amount	Remarks
1.	Fair (Supported by bill or tickets)		
2.	Daily Allowance @ Rs. Per day for days		
3.	Boarding Expenses (Supported by Bills)		
4.	Lodging Expenses (Supported by Bills)		
5.	Local Conveyance (Details in attached sheet)		
6.	Telephone/Internate Charges		
7.	Washing & Laundry Expenses		
8.	Misc. Expenses		
	Total		
	Less Advance (if any)		
	Payable		

I hereby declare that the claim submitted is correct and in accordance with the university's rules & regulations.

Signature of applicant

Verified by HR Division

Approved by