DOCUMENT INDEXING – INTEGRATED POLICY		
Title: Travel and Conveyance Policy		
Description: The Travel and Conveyance Policy helps all full-time staff members to plan their travel for academic and administrative purposes through defined rules.		
UDIN	AMJ/POL/ADP/TCP/2024/35/VER-1	
Effective Date	22-05-2024	
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Review Cycle	One year	
Policy Population	All staff of Self-financed division.	
Policy Implementing	HRD & Finance Section	
Proposer	Dr. M M Ramya, Dean	
Drafter	Mr. Pirama Nayagam S, HRD	
Revisor(s)	Bhavani S, Assistant Coordinator, IQAC & Ms. Mehala Devi, HRD	

INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Academic – (A)	Dr. A. Sharmila	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	

AUTHORISATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

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I. Background

In the competitive education landscape, Agurchand Manmull Jain College has proposed to provide Travel and Conveyance regulation and guidelines at a single point reference to all full-time staff members through this Policy. This Travel and Conveyance Policy is primarily intended for all staff members who travel for academic and administrative related activities and audit the travel expenses.

II. Objectives

The Travel and Conveyance Policy has the following objectives:

1. To define, guide and provide clarity on allowable travel and conveyance expenses for academic and non-academic, administrative related purposes.
2. To have an internal mechanism to track, monitor and control expenditure on travel and conveyance.

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III. Scope

The College's Travel and conveyance policy is developed

1. To authorise travel and is designed to serve as a guideline for travel and conveyance expenses.
2. To list down procedures for approvals, bookings, and reimbursement owing to travel and local conveyance.
3. To oversee the official authorised travels that are away from college campus, whether domestic or international.

IV. Definitions

1. **Travel:** A staff member will be deemed to be on travel if he/she visits any place more than 100 km (one way) distance from the college campus/place of work. This travel could be for institute exchange program, signing MoU, offering a course/program, meeting delegates etc.
2. **Day:** A day is the period of 24 hours from the time of commencement of the travel.

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3. **Class A city:** The following cities are class A city – State Capitals and Union territories.
4. **Sanctioning Authority:** The term "Sanctioning Authority" is referred to Management committee member approves the travel request and sanction the claims.
5. **Entitlements:** All Entitlements mentioned in the policy are exclusive of GST and any other taxes as applicable.
6. **Misuse:** Inflation or forgery of Bills or Claiming for Prohibited substances/cigarettes/alcohol.

V. Travel Process

1. Staff who wish to travel on official purposes or if identified by the management for an official travel, should apply through proper channel for an approval for travel plan. **(Refer Appendix- A- Travel Request and Approval Form).**
2. The Staff member should submit a visit report to the management upon completion of such travel.
3. The staff member should check the mode of travel in accordance to the designation as per this policy and should follow the optimistic route method in accordance with any mode of transport, like roadways, Indian Railways and Airways.
4. After receiving the application from the staff member, the HRD will check the application for the date, day, and purpose of travel.
5. HRD should facilitate all such travel bookings and must ensure that Air travel is restricted to the greatest extent, particularly for short distances where convenient mode of surface travel is available. Air travel must be planned well in advance in economy class only to minimise the cost of flight travel. Air tickets must be bought from the cheapest service provider, or must use the institution preferred travel agency or approved booking online websites.
6. The staff should have flexibility in flight timings to accommodate competitive pricing. However, on effective cost perspective hopping flight/stopover is encouraged.

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7. While choosing rail travel, all the staff members should make sure that the reimbursement for rail fare should not exceed the cost of the lowest available airfare.
8. HRD will commence the process of travel arrangements only upon receiving the filled travel application from the staff with all the necessary approval from the sanctioning authority.
9. In case an individual uses his/her own vehicle or rental self-driven cars for outstation travel, then the same will be reimbursed at the rate as prescribed in this policy in XIII (1) and as per the optimistic route slab decided by the HRD at the time of approval. The respective staff member should ensure that they have a valid driving licence, insurance coverage such as third-party liability for such a travel.
10. A staff member shall be eligible to claim only the said slab amount mentioned in the Table No.1, even though a staff member travels or stays in a higher mode of travel or class hotel respectively for the purpose of comfort. In case, of any deviation of route for personal convenience, the institution will pay only the optimistic route method kept in HRD.
11. The institution does not encourage the staff member carrying spouse and family on an official tour and will not share the expenditure incurred on them.
12. The staff member is eligible for 50% travel advance based on the travel approval.
13. Original bills with necessary details of bill number, date, time, and address are to be attached along with the claim. The above reimbursements are inclusive of all taxes and will be paid only on attaching the valid bills/ travelled tickets/ vouchers along with the claim request. (Refer Appendix – B - Travel Expense Reimbursement Request Form)
14. The staff should submit the expense report, settle the travel advance through a reimbursement claim within 7 working days from the completion of trip. Valid reimbursements of claims will be paid within 14 working days.
15. Any exceptions in the travel bills will only be approved by the management.

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16. The above conditions shall vary subject to the importance and academic urgency.

VI. Travel Entitlements

Designations	Travel mode
Principal, Deans, Managers & Above	Flight Economy
HoDs/Facilitators, Associate Professors, Senior executives	Train- AC II
Others	Train -AC III, Bus- Volvo AC Deluxe sleeper bus

Table No. 1

VII. Stay Entitlements

A staff member's accommodation should be booked and the bills will be reimbursed for their respective stay in hotel as per the following slab:

Designations	Class A City/Day	Non-Class A City/Day
Principal, Deans, Managers & Above	Max ₹6000 per day	Max ₹5000 per day
HoDs /Facilitators, Associate Professors, Senior executives	Max ₹5000 per day	Max ₹4000 per day
Others	Max ₹4000 per day	Max ₹3000 per day

Table No. 2

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VIII. Food Allowance while on Travel and Stay

1. The staff members are eligible to claim a halting allowance towards the food bills spent during their travel as per following slab:

Designations	Maximum towards Refreshments/day
Principal, Deans, Managers & Above	₹1500
HoDs /Facilitators, Associate Professors, Senior Executives	₹1200
Others	₹1000

Table No. 3

2. Other reasonable expenses during the travel including airport parking, tolls, etc. can be claimed with necessary bills.

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IX. Mode of transport to be used while on Stay/Travel:

The staff members while on travel are entitled to commute from Hotel to Office/client Place or to commute from one place to another depending upon the relevancy of institutional need. Table No.1 can be referred while choosing the right mode of travel.

X. Transport Entitlements

Designations	Mode of Transport
Principal, Deans, Managers & Above	Taxi AC Sedan
HoDs /Facilitators, Associate Professors, Senior Executives	Taxi AC Standard/Uber Go/Mini
Others	Auto/Taxi AC Standard/Uber Go/ Mini

Table No. 4

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1. Engaging a Taxi for full day to commute locally while on outstation travel for the purpose of luxury/comfort is not permissible unless it is specifically looked in cost and time benefit/perspective.
2. If the institution or a client or the college provides the mode of transport then reimbursement is not allowed.
3. When two or more staff members must travel together it is better to have car-pooling. In this case, one staff member can hire taxi, share the taxi with other staff members and claim the bill.

XI. Reimbursement of staff member under their own arrangement while on Stay/Travel

If a staff member stays at their relative or friends place, then 50% of the above privilege shall be paid in lieu of showing gesture and gratitude towards maintaining the relationship for which bill cannot be submitted. Hence, the staff shall prepare a statement of accounts for 50% of the entitlement along with a letter of request to the HRD in advance. The same will be considered subject to the approval of the management.

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XII. Reimbursement for local Travel without night stay

1. A staff member who makes official visit and returns to the originating place/ station in the night or nights are spent in traveling are **not eligible to claim** for night stay but eligible for the travel and food reimbursement as mentioned previously.
2. **No Allowance shall be paid** for such visit as this may be their part of Job Description.

XIII. Local Conveyance

Local Conveyance means any mode of travel made for the purpose of institutional requirement except the staff members whose nature and tenure of duty is otherwise to travel within 100km one way from the working place to the visiting place.

1. A staff member can reimburse local conveyance as follows:
   a. Own two-wheeler: ₹8/ km
   b. Own four-wheeler: ₹16/ km
   c. Train/Bus/Auto etc: As per Actuals
2. The mode of Transport and for other eligibility criteria for traveling other than personal vehicle can be referred above in Table No.4.
3. A staff member should fill Local Conveyance Form within 2 working days to claim reimbursement and submit it to HRD duly signed by Principal/Dean/Chief Manager. Place and Purpose of Visit should be clearly mentioned. **(Refer Annexure – C - Local Conveyance Reimbursement Request Form).**
4. In case of local travel beyond 3 hours, the staff may be entitled to claim for one portion of meal decided on a case-to-case basis which shall be decided by the Administrative Head.

XIV. Overseas Travel

1. These rules relate to academic and non-academic travel abroad shall be made elaborately with necessary exception, processes, and approvals by the management.

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2. HRD shall tie up with a corporate arrangement for lodging / boarding if it is not provided by the client company/college.
3. The Management office shall provide credit cards in cases of International Travel for the staff.
4. Per Diem charges like phone call charges to residence, laundry, tips at hotels, shoe-shine, periodicals purchased during the travel, other allowances will be paid according to the market standard from time to time and can be claimed on personal declaration.
5. The total food and other allowance per diem shall be calculated to the country being visited and accordingly be paid in actuals.
6. The cost towards medical requirements, insurance or any other travel mandates as required by the destination country shall be identified by the HRD in advance and taken prior approval from the management for the same before Visa processing.
7. In case of Aided staff all regulations as laid by the State/Union Government from time to time be adhered strictly by the HRD apart from the regulations as laid in this policy.

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XV. Enforcement

Any violation of this policy is regarded as serious breach of code of conduct. Misuse of this policy, in any form including falsifying expense reports to inflate bills, reflect costs not incurred by a staff member, can lead to disciplinary action, in accordance to the code of conduct policy including termination of employment.

XVI. **Policy Population:** The Travel and conveyance policy is applicable to all full-time staff members of the College.

XVII. **Review Cycle:** This policy will be reviewed annually and updated as necessary to reflect changes in cost with respect to inflation, price hike and standard of living.

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XVIII. Conclusion:

Agurchand Manmull Jain College's Travel and Conveyance Policy provides administrative and financial support and coverage of expenses to staff members of this institution while traveling officially on domestic and local travel.

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Appendix -A

Travel Request and Approval Form

1. Staff Details: **Date of Submission:**

Staff ID	
Name	
Designation	
Department	
Stream – Aided or SF	
Objective and outcome of Travel	

2. Travel Details - Bus/Train/Air Itinerary details:

(Note: Be sure to complete arrival and departure sections if you have a preference)

Date	From (City)	To (City)	Mode*	Class**	D. Time	A Time Fare
*Mode of Travel: Bus/Train/Air			**Class of Travel: Economy/AC II/ AC III/ Dlx/Sleeper/Cab			

3. **Hotel Accommodations in `**

Arrival Date	Departure Date	Hotel Name	Location (City)	Hotel Rate/day

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Other Expenses

Please specify if any special requests/ instructions here:

Expected cost of Travel in `	

A staff member Signature: Date:	Approved By: (Name & Date)

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Appendix 'B'

Travel Expense Reimbursement Request Form

Staff Particulars **Date:**

Staff ID	
Name	
Designation	
Department	
Stream-(Aided/Self-finance)	
Objective and outcome of Travel:	

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1. **Bus/Train/Air Itinerary details:**

(Note: Be sure to complete arrival and departure sections if you have a preference)

Date	From (City)	To (City)	Mode*	Class**	Bill No	Fare `
*Mode of Travel: Bus/Train/Air			**Class of Travel: Economy/AC II/ AC III/ Dlx/Sleeper/Cab			

2. **Hotel Accommodations in**

Arrival Date	Departure Date	Hotel Name/Location	Bill No	Hotel Tariff/day

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3. **Food Expenses in**

Date	Bill No.	Food

4. **Other Expenses**

Date	Purpose	Narration	Bill No	Amount

Total cost of Travel in INR.	

A staff member Signature: Date:	Forwarded By: (Name & Date)
Checked By: (Name & Date)	Approved By: (Name & Date)

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Appendix 'C'

Local Conveyance Reimbursement Request Form

Date:

Staff ID		**Name**	
Designation		**Department**	
Purpose of Travel		**Stream (A/SF)**	
Mode of Travel		**Eligibility per km**	
Start Point	**End Point**	**Distance (Kms)**	**Amount**
1			
2			
3			
		Total Amount	

A staff member Signature: **Date:**	**Forwarded By:** **(Name & Date)**
Checked By: **(Name & Date)**	**Approved By:** **(Name & Date)**

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