

**ANNEXURE - 12****TRAVEL POLICY**

TABLE OF CONTENTS

CLAUSE No.	CLAUSE	PAGE No.
1.	Travel Policy	2
2.	Reimbursement of Travel Expenses	5
3.	Guidelines	7
4.	Interpretation	7
5.	Power of Relax	7
–	Classification of Cities	8





TRAVEL POLICY

1) TRAVEL POLICY:

1.1 General

1. **Purpose:** In the course of performance of their duty, employees at times are required to undertake travel on University work within the country. This policy outlines the procedure to be followed for official travel and claiming of travel related expenses.
2. **Scope:** This travel policy applies to all employees of APU and its constituent units undertaking travel for official purposes at the expense of the organization. For the purpose of this policy, all such officials/employees/staff shall be termed as travellers.
3. **Authority** means the authorized personnel/staff who are eligible for approving travel/itinerary activities and is strictly abiding by the Apex Professional University (Act 7 of 2013), Statutes and Regulations.

1.2 Category of Officials based on Designation and/or Basic Pay

For the purpose of this policy employees will be divided into the following three categories as under:

- a) Administrative Staff
- b) Teaching Staff
- c) Non-Teaching Staff

Employees of each Category will be further subdivided into sub categories as under:

a) Administrative Staff

- i. Chancellor / Pro Chancellor / Vice Chancellor / Chief Rector
- ii. Pro Vice Chancellor / Rector / Registrar/ Chief Finance Officer/ Controller of Examinations.
- iii. Director/ Dy. Registrar/ Librarian/ Dy. Finance Officer/ Dy. Controller of Examinations/ Equivalent Designation

b) Teaching Staff

- i. Dean / Professor / Equivalent Designation.
- ii. Associate Professor / Equivalent Designation.
- iii. Assistant Professor / Lecturer / Equivalent Designation.

c) Non-Teaching Staff

- i. Basic Pay Rs. 15,600/- and above or consolidated pay Rs. 18,000/- and above.
- ii. Basic Pay Rs. 8,000/- and above upto Rs. 15,599/- or consolidated pay Rs. 15,000/- and above upto Rs. 17,999/-
- iii. Basic Pay Rs. 5,501/- and above upto Rs. 7,999/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/-
- iv. Basic Pay below Rs. 5500/- or consolidated pay below Rs. 12,000/-



1.3 Travel Authorization

Authorization Process: Every travel plan will require the approval of the Vice Chancellor on the recommendation of the Registrar through the proper channel, in advance. Following procedure will be adopted in this regard:

- a) Proposing staff will take prior approval in writing from VC on the recommendation of the Registrar indicating the purpose of the visit, date wise tour programme and plan of activities and advance required as per the laid down proforma.
- b) Journey will be commenced only after approval by the VC on the recommendation of the Registrar.
- c) VC on the recommendation of the Registrar will not sign any blanket/ vague/ flexible/ tour plan of any official.
- d) If there is a change in the tour programme this will be brought on record for revised approval before commencement of the journey. Otherwise the claimant is liable to forfeit his dues.
- e) The traveller entitled to airfare must plan his/ her journey well in advance to enable availing of optimum discount in booking air tickets.
- f) Staff entitled to travel by train must book the tickets well in advance and avoid booking by TATKAL involving unnecessary extra expenditure to the University.

1.4 Entitlement of Daily Allowance, mode and class of travel, accommodation and car rates of car mileage.

1.5 **Daily Allowance (DA)** will be admissible from the time of commencement of the journey to the time of return to headquarters upon completion of the itinerary. DA from headquarters will be reckoned on calendar day basis, i.e. from midnight 12 to midnight 12.

1.5.1 DA will be reckoned from midnight as under:

- | | | |
|---|---|------------|
| a) Absence not exceeding 5 hours | - | NIL |
| b) Absence exceeding 5 hours but not exceeding 12 hours | - | 50% of DA |
| c) Absence exceeding 12 hours | - | 100% of DA |

1.6 DA is granted while on travel to defray the cost of meals, refreshments, restaurant and room tips, laundry charges and other incidental expenses. Therefore these expenses are not reimbursed separately.

1.7 Charges towards baggage handling, porter charges, official telephone calls etc. will be admissible and will be reimbursed if they are reasonable and supported by bills.

1.8 When costs of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee, registration fee for a conference) or otherwise borne by the institution, the entitlement of DA will be restricted to 50%.

1.9 No DA is admissible on travel within a radius of 25 kms. of the University / Institution.

1.10 DA is not admissible during the period of leave during official itinerary.

1.11 A claim will be settled on the basis of information available on the date of admission of the claim for reimbursement. Revision of a claim for DA once admitted is not permitted. Accordingly, no arrears of DA will be payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or a change in the scale of pay with retrospective effect.

1.12 Entitlement of DA, mode and class of travel, accommodation and rates of car mileage, for various categories are given in the following Schedules:



SCHEDULES

Entitlement of DA, mode and class of Travel, Accommodation and rates of car mileage for various categories

A. Administrative Cadre (Officials covered by Management Engagement Policy)

Designation	Travel Class/ Mode	Car Mileage per km	Rate of DA#	Accommodation Tariff per day @
Chancellor / Pro Chancellor / Vice Chancellor / Chief Rector	Air / AC First Class	Actual**	OS - Rs. 1,500/- L - Rs. 450/-	Actual**
Pro Vice Chancellor / Rector / Registrar/ Chief Finance Officer/ Controller of Examinations	Air (Economy)/ Train – AC 2 Tier*	Rs. 8/-	OS - Rs. 1,000/- L - Rs. 300/-	M - Upto Rs. 3,000/- T1 - Upto Rs. 2,500/- T2 - Upto Rs. 2,000/- O - Upto Rs. 1,500/-
Director/ Dy. Registrar/ Librarian/ Dy. FO/ Dy. COE/ Equivalent Designation	Air (Economy)/ Train – AC 3 Tier*	NA	OS - Rs. 800/- L - Rs. 250/-	M - Upto Rs. 2,000/- T1 - Upto Rs. 1,500/- T2 - Upto Rs. 1,250/- O - Upto Rs. 1,000/-

B. Teaching Staff

Designation	Travel Class/ Mode	Car Mileage per km	Rate of DA#	Accommodation Tariff per day @
Dean / Professor / Equivalent Designation	Air (Economy) / Train – AC 2 Tier*	Rs. 8/-	OS - Rs. 1,000/- L - Rs. 300/-	M - Upto Rs. 2,500/- T1 - Upto Rs. 2,000/- T2 - Upto Rs. 1,500/- O - Upto Rs. 1,250/-
Sr. Associate Professor/ Associate Professor / Equivalent Designation	Train – AC 3 Tier*	Rs. 7/-	OS - Rs. 800/- L - Rs. 250/-	M - Upto Rs. 2,000/- T1 - Upto Rs. 1,500/- T2 - Upto Rs. 1,250/- O - Upto Rs. 1,000/-
Sr. Assistant Professor/ Assistant Professor / Equivalent Designation	Train – AC 3 Tier*	NA	OS - Rs. 600/- L - Rs. 180/-	M - Upto Rs. 1,500/- T1 - Upto Rs. 1,250/- T2 - Upto Rs. 1,000/- O - Upto Rs. 850/-
Associate Fellow/ Adjunct Fellow/ Visiting Fellow/ Equivalent Designation	Train – AC 3 Tier*	NA	OS - Rs. 500/- L - Rs. 150/-	M - Upto Rs. 1,250/- T1 & T2- Upto Rs. 1,000/- O - Upto Rs. 800/-

C. Non-Teaching Staff

Scale of Pay	Travel Class/ Mode	Rate of DA#	Accommodation Tariff per day @
Basic Pay Rs. 15,600/- and above or Consolidated pay Rs. 18,000/- and above	Train – AC 3 Tier*	OS - Rs. 600/- L - Rs. 180/-	M - Upto Rs. 1,500/- T1 - Upto Rs. 1,250/- T2 - Upto Rs. 1,000/- O - Upto Rs. 850/-
Basic Pay Rs. 8,000/- and above upto Rs. 15,599/- or Consolidated pay Rs. 15,000/- and above upto Rs. 17,999/-	Train – AC 3 Tier*	OS - Rs. 500/- L - Rs. 150/-	M - Upto Rs. 1,250/- T1 & T2- Upto Rs. 1,000/- O - Upto Rs. 800/-
Basic Pay Rs. 5,501/- and above upto Rs. 7,999/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/-	Train Sleeper	OS - Rs. 400/- L - Rs. 120/-	M - Upto Rs. 1,000/- T1 & T2- Upto Rs. 800/- O - Upto Rs. 700/-
Basic Pay below Rs. 5500/- or Consolidated pay below Rs. 12,000/-	Train Sleeper	OS - Rs. 300/- L - Rs. 100/-	Upto Rs. 700/-

PROPRIETARY, CONFIDENTIAL AND PRIVILEGED INFORMATION
Verify Current Version Prior to Use



Nenkto Barua

RULES
APU
APEX PROFESSIONAL UNIVERSITY

Legislated by Govt. of Arunachal Pradesh u/s 2(f) of UGC Act

* If a person travels through Rajdhani/ Duronto/ Shatabdi etc. then he/ she is not entitled for reimbursement of the DA during that travel period of the mode.

**Entitled for reimbursement of Rs. 500/- per day towards local transportation and Rs. 2,000/- per day towards accommodation in the absence of bills / receipts.

#: **OS** – Out of Station, **L** – Local **Classification of Cities: M** – Metro Cities, **T1** – Tier-I Cities, **T2** – Tier-II Cities, **O** – All other Cities

@Entitled for reimbursement as per specified accommodation tariff **but subject to production of Receipts/ Bills etc.**

Note: Entitled for reimbursement @ 50% of accommodation as specified in above tariff, if stay under own arrangements.

D. Sitting Allowance for external members of the Authorities of the University

Statutory Body	Sitting Allowance @	Travel Allowance (Local) @	Food Allowance per day @	Travel Allowance (Out of Station)
Board of Studies	Rs. 1,000/-	Rs. 250/-	Rs. 250/-	Actual Expenses*
Academic Senate	Rs. 2,000/-	Rs. 250/-	Rs. 350/-	Actual Expenses*
Finance Committee	Rs. 2,000/-	Rs. 300/-	Rs. 350/-	Actual Expenses*
Board of Management	Rs. 2,500/-	Rs. 300/-	Rs. 400/-	Actual Expenses*
Board of Governors	Rs. 3,000/-	Rs. 350/-	Rs. 500/-	Actual Expenses*
Subject Expert	Rs. 1,000/-	Rs. 250/-	Rs. 250/-	Actual Expenses*

1.13 Payment of DA to Drivers for Performance of Duty on Sunday/ Off day/ Holiday:- All Drivers of APU and its constituent units who perform duty on Sunday / Off day/ Holiday will be paid DA at the following rates:-

- a) For working hours less than Six hours – 1.5 times of half DA
 b) For working hours more than Six hours – 1.5 times of full DA

1.14 In case a driver desires compensatory leave instead of DA, the following leave will be admissible:-

- a) Working hours less than four hours – ½ day of compensatory leave.
 b) Working hours more than four hours – one day compensatory leave.

1.15 The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty otherwise it shall lapse.

2) REIMBURSEMENT OF TRAVEL EXPENSES:

2.1 Reimbursement of travel expenses including accommodation charges and DA are granted in accordance with the rules laid down by the Board of Management from time to time. Subject to limits prescribed in the schedules above, reimbursement of travel expenses shall cover the following:

- a) Actual cost of ticket or fare paid for the journey
 b) Accommodation charges, if any
 c) DA

An upgrade in the mode/class of travel is permissible only when approved by the Vice Chancellor in the case of emergency and need of University.



Nentwabaraw



The University reserves the right to arrange or prescribe accommodation of its choice for any class of employees while they are on authorized itinerary. The details of accommodation so prescribed will be notified by the University from time to time. When accommodation is not provided, actual room rent within the tariff range given in the above schedules is admissible subject to production of original hotel bills.

Air fare will be reimbursed only against production of air ticket and used boarding pass. In the case of all other modes of travel, claims are to be supported by original ticket (or photocopy of the ticket duly signed if ticket has been deposited at the railway station by the traveller) for reimbursement.

Claim for reimbursement on travel between two places is regulated by the shortest of two or more practical routes. When there are alternate routes available and the difference between such routes both from point of view of time and cost is not considerable, the fare for the route actually used may be admitted. This holds good only in such situations of natural calamity or block/ interruption (like bandh, riots etc.), which is beyond the control of the traveller with getting the approval of the authority with sufficient proof.

When an employee is required to cancel his journey, the difference between the fare actually paid by him including reservation charges, if any, and the amount refunded by the transport authority on such cancellation, may be reimbursed subject to the following conditions:-

- a) The cancellation of the journey is due to exigencies of institutional work and the Authority has authorized such cancellation.
- b) The cancellation has been made by the employee immediately after the necessity thereof arose, without loss of time so as to claim the maximum possible advantage of lower rates of cancellation charges.

2.2 Reimbursement of Taxi fare from Airport/ Railway Station to Campus

- a) Travellers eligible for car mileage rates may travel by taxi and will be eligible for reimbursement of taxi fare.
- b) Travellers travelling by personal vehicle will be eligible for car mileage rates as applicable.
- c) Travellers not eligible for car mileage rates may travel by shared taxi and will be eligible for reimbursement of taxi fare upon production of original bills.

2.3 Submission of TA Claims for Reimbursement

All Travellers will submit TA claims in the prescribed form, along with all original documents i.e. Air/ Train Ticket, Bills of Accommodation/ Hotel Accommodation/ Taxi etc. within one month of completion of journey for reimbursement.

In case TA claims are not submitted within one month of completion of journey, the advance amount outstanding will be recovered in full from the pay of the concerned official.

TA claims submitted after one month of completion of journey will not be entertained unless accompanied by a justifiable explanation for delay in submission, duly recommended by Authority.

A detailed tour diary indicating dates of visit, places visited, persons met, duties performed, etc. shall be submitted along with the TA claim.

No allowances will be admissible towards accommodation under own arrangements in case the place of visit happens to be the declared hometown of the traveller. However, DA will be admissible.

RULES**APU****APEX PROFESSIONAL UNIVERSITY**

Legislated by Govt. of Arunachal Pradesh u/s 2(f) of UGC Act

2.4 Travel to nearby Countries

The Domestic Travel Policy will also apply for travel to South East Asian Countries and SAARC Countries other than Bangladesh and Sri Lanka, subject to maximum limit of Rs. 50,000/-. In the case of international travel, employees who are not entitled to travel by air may be allowed air travel between closest ports of exit and entry in the respective countries.

2.5 Miscellaneous

This travel policy does not apply to leave travel facilities.

3) GUIDELINES:

- a) For implementing the provisions of the Policy and for other purposes not contained therein, the Vice Chancellor shall prescribe the guidelines which shall be communicated and followed by the employees from time to time and to get the approval of the Board of Management (BoM).
- b) The Chancellor may direct to alter, amend and frame new guidelines, which are not inconsistent with the provisions of the Act, Statutes, Rules and Regulations of the University.

4) INTERPRETATION:

- a) If any question regarding the interpretation of these Rules arises, it will be decided by the Vice Chancellor after taking into account all relevant factors.
- b) Provided further that wherever these rules are silent on any subject, the Chancellor shall finally decide on the matter. The Chancellor may also bring any matter in this regard to the Sponsoring Body from time to time.

5) POWER TO RELAX:

Where the University is satisfied that the operation of any of these rules causes undue hardship in any particular case, the Vice Chancellor, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may be considered necessary for dealing with the case in a just and equitable manner with the concurrence of the Chancellor.





CLASSIFICATION OF CITIES

M – Metro Cities

Delhi	Mumbai	Kolkata	Chennai
-------	--------	---------	---------

T-1 – Tier-I Cities

Bangalore	Hyderabad	Pune	Ahmedabad
-----------	-----------	------	-----------

T-2 – Tier-II Cities

Agra	Ajmer	Aligarh	Allahabad
Amravati	Amritsar	Asansol	Aurangabad
Bareilly	Belgaum	Bhavnagar	Bhiwandi
Bhopal	Bhubaneswar	Bikaner	Bokaro Steel City
Chandigarh	Coimbatore	Cuttack	Dehradun
Dhanbad	Durg-Bhilai Nagar	Durgapur	Erode
Faridabad	Firozabad	Ghaziabad	Gorakhpur
Gulbarga	Guntur	Gurgaon	Guwahati
Gwalior	Hubli-Dharwad	Indore	Jabalpur
Jaipur	Jalandhar	Jammu	Jamnagar
Jamshedpur	Jhansi	Jodhpur	Kannur
Kanpur	Kakinada	Kochi	Kolhapur
Kollam	Kota	Kozhikode	Lucknow
Ludhiana	Madurai	Malappuram	Malegaon
Mangalore	Meerut	Moradabad	Mysore
Nagpur	Nashik	Nellore	Noida
Patna	Pondicherry	Raipur	Rajkot
Ranchi	Rourkela	Salem	Sangli
Siliguri	Solapur	Srinagar	Surat
Thiruvananthapuram	Thrissur	Tiruchirappalli	Tiruppur
Tirupati	Ujjain	Vadodara	Varanasi
Vijayawada	Visakhapatnam	Warangal	Itanagar

O – All other Cities