



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

(Approved by AICTE, New Delhi, and affiliated to Pondicherry University)

TRAVEL POLICY

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Objective:

To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the college.

1. LOCAL TRAVEL

For local official travel (in the city where employee is based),

They can avail College Transport Bus / Car by producing the request form stating the actual official purpose for which, the transport is required.

Otherwise...

If an employee is using their own vehicle for official work, it shall be reimbursed as per entitlement below. An employee may find an efficient way to travel and then seek HOD's approval.

a. Two Wheeler – Petrol Expenses will be reimbursed on production of Bills

b. Metro/auto/bus charges shall be reimbursed as per actual expense. Guidelines:

❖ Claiming of bill: For claiming the conveyance, the individual shall be required to fill in the travelling details in the local conveyance reimbursement form, get it approved from the HOD and Principal and submit the same in accounts for payment. In addition to the local conveyance, parking and Toll charges shall also be reimbursed on submission of parking/Toll slips along with the local conveyance reimbursement form.

❖ Exception: Local travelling expenses from college to residence of the employee or from residence to the college shall not be reimbursed. This is not applicable to field staff or any other such category of employees whose nature of work primarily involves travelling. These employees would be paid for each day in varying amounts to be fixed by the college authorities. Note: The College authorities reserves the right to amend these policy guidelines on time to time basis.

2. **DOMESTIC TRAVEL** Travel and tour reimbursements would be made to all employees travelling outstation for official purposes. The heads covered under this include:

• Travel Expenses (Travel tickets)

➤ The HODs, and other executives provided with transport facilities may be reimbursed the charges actually incurred subject to production of necessary bills, if the vehicle is not available. The Details are as follows

Cadre	Travel by Train	Travel by Road
Professor	AC II Tier / AC Chair Car	Ordinary Taxi / Auto / AC Bus
Associate Professor	AC III Tier / AC Chair Car	Ordinary Taxi / Auto / Any Public Bus Incl. AC Bus
Assistant Professor	II Class – Sleeper Class	Auto / Any Public Bus except AC Bus

The staff on official work can be paid local conveyance expenses at the rate approved from time to time. Auto fare can be reimbursed. If the place of visit, is not connected by bus or train

3. **TRAVEL FOR ATTENDING CONFERENCES** Any Faculty shall be allowed to attend any one Conference / Seminar / Meetings during the academic year for which the Management shall bear the expenses of registration or conference fees, traveling and daily allowances / accommodation & boarding charges. The Faculty can also attend a conference/ Seminar/ Meeting / after obtaining the permission of the Management, on his own, for which the Management shall not defray any expenses. To permit reimbursement of traveling allowances and other expenses incurred for official purpose within the permitted limits to be decided by the Principal

4. SPORTS & GAMES

- To encourage activities in the field of sports and to produce quality Sports Men and Women, it is necessary to expose them to matches / tournaments, organized by University or sports bodies.

The participating students shall be provided allowances as follows:

Outstation and Distances

Beyond 50 Kms: Rs. 125/-per day

Within city distances

Up to 50 Kms: Rs.50/- TA

Rs.75 /- DA

The claims with necessary details and bills, duly authorized by the charge / Physical director and Principal shall be submitted for sanction



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