



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

Domestic Travel Policy

1. Objective

To govern reimbursement of expenditure towards travel, boarding and lodging.

2. Eligibility and Applicability

All regular and contract employees of VMRF-DU and its constituent colleges /schools.

3. Policy and Procedure

- Official travel would be treated as “tour”, if the place of visit from Salem, Chennai, Pondy & Karaikal is more than 150 kms (one way) and/or the total duration of travel is more than 8 hours.
- Tours up to 2 days will be approved by Section Head, VMRF-DU / HODs at the college level.
- Tours exceeding two days will be approved by Registrar, VMRF-DU / HOI at the college level.
- For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day.
- When touring together, twin-sharing accommodation shall be utilized, except for Grade A, B & C (where it is left to the employee’s discretion). The applicable rates for reimbursement of tour expenses are given below. However, if the duration of tour exceeds 7 days, the Registrar, in consultation with the HR Department, may advise such rates as may be fair and justifiable.

4. Lodging (Stay) Eligibility :

| Grade | Designations in the grade | Eligibility Limit inclusive of taxes (Amt in Rs.) | |
|-------|--|---|------------|
| | | Metros | Non-Metros |
| A | Vice Chancellor, Pro-Vice Chancellor | 7500 | 5000 |
| B | Registrar, Controller of Examination, Director – Academics, Director – IQAC, Director – Research, Director – Medical Research, Finance Officer | 7000 | 5000 |

| | | | |
|----------|--|------|------|
| C | Dean, Principal, Directors Of Schools, Joint Registrars, Medical Superintendent, Deputy Directors (University) | 5000 | 3000 |
| D | Professors, Deputy Registrar, PRO, PIO, Deputy Directors (Institutions), Reader, Associate Professor, Vice Principal, Managers, Senior Administrative Officer | 4000 | 2500 |
| E | Assistant Professors, Administrative Officer, Senior Foreman, Training & Placement Officer, Associate Manager, Chief Security Officer, Asst. Registrar, APRO, Tutor, Medical Officers, Lecturers, Physical Director, Asst. Director, Nursing Superintendent, Senior Resident, Librarian, Physical Director, Legal Officer, Legal Consultants | 3000 | 2000 |
| F | Junior Resident, Foreman, Senior Computer Programmer, Assistant Librarian, Assistant Manager, Senior Warden, Senior Security Officer, Senior Engineer, Senior Lab Technician, Computer Programmer, Assistant Admin Officer, Warden, Security Officer, Engineer, Junior Officer, Sr. Officer, Cashier, Supervisor, Gym Trainer, Site Engineer, Senior Technician (ITI), Lab Assistant, Library Assistant, Senior Supervisor | 1500 | 1000 |
| G | Office Assistant, Record Assistant, Health Assistant, Lab Assistant, Technical Assistant, Technician (ITI), Driver, Junior Assistants & Equivalents, Clerks, Typist & Stenographer, Sr. Assistants & equivalents, Hardware Assistants, Junior Programmers, Technicians & ANM, Pharmacists & Staff Nurses | 800 | 600 |

Employees shall stay in guest house or authorized service apartment or authorized hotels, wherever applicable. Only in case of non-availability of guest house/ service apartment/ authorized hotels, employees can request for hotel stay.

5. Boarding (Food) expenses (per diem):

| Grade | Designations in the grade | Eligibility Limit for food expenses (Amt in Rs.) | |
|-------|--|--|------------|
| | | Metros | Non-Metros |
| A | Vice Chancellor, Pro-Vice Chancellor | 1500 | 1200 |
| B | Registrar, Controller of Examination, Director – Academics, Director – IQAC, Director – Research, Director – Medical Research, Finance Officer | 1200 | 950 |
| C | Dean, Principal, Directors Of Schools, Joint Registrars, Medical Superintendent, Deputy Directors (University) | 800 | 650 |
| D | Professors, Deputy Registrar, PRO, PIO, Deputy Directors (Institutions), Reader, Associate Professor, Vice Principal, Managers, Senior Administrative Officer | 700 | 550 |
| E | Assistant Professors, Administrative Officer, Senior Foreman, Training & Placement Officer, Associate Manager, Chief Security Officer, Asst. Registrar, APRO, Tutor, Medical Officers, Lecturers, Physical Director, Asst. Director, Nursing Superintendent, Senior Resident, Librarian, Physical Director, Legal Officer, Legal Consultants | 500 | 400 |
| F | Junior Resident, Foreman, Senior Computer Programmer, Assistant Librarian, Assistant Manager, Senior Warden, Senior Security Officer, Senior Engineer, Senior Lab Technician, Computer Programmer, Assistant Admin Officer, Warden, Security Officer, Engineer, Junior Officer, Sr. Officer, Cashier, Supervisor, Gym Trainer, Site Engineer, Senior Technician (ITI), Lab Assistant, Library Assistant, Senior Supervisor | 500 | 400 |

| | | | |
|----------|---|-----|-----|
| G | Office Assistant, Record Assistant, Health Assistant, Lab Assistant, Technical Assistant, Technician(ITI), Driver, Junior Assistants & Equivalents, Clerks, Typist & Stenographer, Sr. Assistants & equivalents, Hardware Assistants, Junior Programmers, Technicians & ANM, Pharmacists & Staff Nurses | 400 | 350 |
|----------|---|-----|-----|

NOTE:

In case of tours to multiple locations on the same day which falls under different city categories (Metros & Non-Metros), the boarding allowance applicable for the higher most city category for the day will be uniformly applied for the visit for entire day. However the eligibility for Lodging will be determined by the actual location of the place of stay. In case of stay in guest house which includes of boarding facility, no boarding or lodging expenses can be claimed. However, in such cases, a miscellaneous expense to the extent of 10% of boarding expenses may be claimed.

5.1 The mode & class of travel while on tour is specified below:

| Grade | Designations in the grade | Eligibility | |
|----------|---|---|---|
| | | Metros | Non-Metros |
| A | Vice Chancellor, Pro-Vice Chancellor | I AC / Air fare- Low Cost Airline | I AC / Air fare- Low Cost Airline |
| B | Registrar, Controller of Examination, Director – Academics, Director – IQAC, Director – Research, Director – Medical Research, Finance Officer | I AC / Air fare- Low Cost Airline | I AC / Air fare- Low Cost Airline |
| C | Dean, Principal, Directors Of Schools, Joint Registrars, Medical Superintendent, Deputy Directors (University) | II AC up to 800 Kms / By Air - Low Cost Airline | II AC up to 800 Kms / By Air - Low Cost Airline |
| D | Professors, Deputy Registrar, PRO, PIO, Deputy Directors (Institutions), Reader, Associate Professor, Vice Principal, Managers, Senior Administrative Officer | II AC | II AC |

| | | | |
|---|--|------------|------------|
| E | Assistant Professors, Administrative Officer, Senior Foreman, Training & Placement Officer, Associate Manager, Chief Security Officer, Asst. Registrar, APRO, Tutor, Medical Officers, Lecturers, Physical Director, Asst. Director, Nursing Superintendent, Senior Resident, Librarian, Physical Director, Legal Officer, Legal Consultants | III AC | III AC |
| F | Junior Resident, Foreman, Senior Computer Programmer, Assistant Librarian, Assistant Manager, Senior Warden, Senior Security Officer, Senior Engineer, Senior Lab Technician, Computer Programmer, Assistant Admin Officer, Warden, Security Officer, Engineer, Junior Officer, Sr. Officer, Cashier, Supervisor, Gym Trainer, Site Engineer, Senior Technician (ITI), Lab Assistant, Library Assistant, Senior Supervisor | II Sleeper | II Sleeper |
| G | Office Assistant, Record Assistant, Health Assistant, Lab Assistant, Technical Assistant, Technician(ITI), Driver, Junior Assistants & Equivalents, Clerks, Typist & Stenographer, Sr. Assistants & equivalents, Hardware Assistants, Junior Programmers, Technicians & ANM, Pharmacists & Staff Nurses | II Sleeper | II Sleeper |

1. Employees in Grades A, B & C are entitled to travel by Low Cost Airlines (LCA) wherever the distance is more than 800 kms and no overnight trains available. However, they are requested to use this entitlement selectively.
2. Exception to this policy may only be authorized by VC/HOI.

6. Travel Advance

In general, no travel advance will be provided by the institute. Employees are expected to use own funding for their travels. Travel expenses are expected to be settled only after the travel has been completed. However, in exceptional cases, advance may be drawn by filling the Travel Advance Request Form (TARF), with special approval from Registrar/HOI. Such approval will be exceptional and not routine.

In such cases when for exceptional reasons, travel advance is approved, the following norms shall apply:

Grade A, B and C will be considered for travel advance only for overseas travel. In any case all approvals for advance will be by the Registrar.

For Grades D to H: A maximum of Rs.1000/- per day and shall in no circumstance exceed Rs. 5000/- per trip with approval from Registrar/HOI.

7. Local Conveyance

In general, metered taxis are recommended at all levels up to C. However, when a whole day of travel is involved, the following entitlements shall apply:

- | | |
|------------------------|-----------------------------|
| ⊙ Grades A & B | : A/C Car (Premium Sedan) * |
| ⊙ Grades C & D | : A/C Car (Mini/Micro)* |
| ⊙ Grades E, F, G and H | : Bus /Auto |

**The type of vehicle is indicative.*

Notes:

1. Travel statements shall be submitted within 7 days of taking travel.

8. Driver's Allowance :

Drivers will be paid an allowance of Rs. 300/- for outstation travel and return on the same day. If night stay is required an additional allowance of Rs. 100/- and additional lodging allowance of Rs. 400/- shall be paid per night of stay.

Local Conveyance Reimbursement

1. Objective

- 1.1 To govern the reimbursement of local conveyance (not amounting to a *Tour*) expenses when own vehicle is used for official purposes

2. Eligibility & Applicability

- 2.1 All employees on regular and contract rolls of VMRF-DU and its constituent colleges / schools

3. Policy & Procedure

- 3.1 Employees in grades A to D, using their own vehicles for official work in lieu of taxis are entitled to claim reimbursement at the following rates:
 - 3.1.1 For four wheeler (A, B & C): @ Rs. 11.00 per kilometer
 - 3.1.2 For two wheeler (D to F): @ Rs. 4.00 per kilometer
 - 3.1.3 Parking charges at actual subject to production of bills.
- 3.2 All other Employees using public transport or Autos will be allowed reimbursement at actuals.
- 3.3 Reimbursement should be claimed on a weekly basis.
- 3.4 Local conveyance expenses will be claimed in the prescribed format (ANNEXURE -1) giving due justification:

CONVEYANCE REIMBURSEMENT - CLAIM FORM

Name of the Institute: _____

Employee Name: _____

Grade/Designation: _____ Location: _____

Department: _____

Period: From: _____ to: _____

| Date | Vehicle No. | From (Origin) | To (Destination) | Kms | 2 / 4 Wheeler (Write 2 or 4) | Amount (Rs.) | Purpose |
|---------------|-------------|---------------|------------------|-----|------------------------------|--------------|---------|
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| TOTAL: | | | | | | | |

(Rupees _____ only)

Signature of Employee

Approved by Registrar/HOI