

SOCIETY FOR ENVIRONMENT & DEVELOPMENT

TRAVEL POLICY & PROCEDURE

Applicability:

These TA/DA rules will be applicable to all employees and members of Executive Board.

Rates of daily allowance:

Lodging & Boarding allowances will be payable to the employees for tour within India on official work at the rates specified.

Lodging Allowance:

This will cover all normal bonafide expenses of lodging only required during the period of tour at various places. Lodging allowances will be paid at the specified rates; subject to maximum of actual expenses as per bill. Submission of bill is compulsory.

Boarding Allowance:

This will cover all normal expenses while on traveling & at stay (Such as Meals, Refreshment, Local conveyance)

Classification of Cities:

CLASS	CITIES
A+	Mumbai, Kolkata, Delhi, Chandigarh, Channai
A	Bangalore, Hyderabad, Cochin, Ahmedabad, Pune, Indore
B	<p><u>North:</u> Lucknow, Jaipur, Agra, Allahabad, Ambala, Amritsar, Jammu, Srinagar, Kanpur, Lundhina, Shillong, Simala, Meerut, Udaipur.</p> <p><u>East:</u> Patana, Cuttack, Bhubaneshwar, Impal, Jamshedpur, Ranchi, Kohima, Gangtok, Guwahati, Agartala.</p> <p><u>West:</u> Gwalior, Bhopal, Gandhinagar, Rajkot, Baroda, Jabalpur, Aurangabad, Nagpur, Nasik, Panjim, Surat</p>

	South: Belgum, Hubli, Mangalore, Mysore, Coimbatore, Madurai, Trichy, Trivandrum, Vijaywada, Vizag & all other State capitals
C	All other cities not mentioned above.

Rates of daily allowance

Gr	Lodging Allowance (Excluding Taxes)				Daily Allowance				Mode of Travel	Mode of Conveyance
	A+	A	B	C	A+	A	B	C		
I	1500	1200	900	600	300	275	250	225	Train IInd Class, AC Bus	Auto Rickshaw Local Train
II	1000	800	600	400	250	230	210	190	Train IInd Class, Luxury Bus	Auto Rickshaw Local Train
III	750	600	450	300	200	185	170	155	Train IInd Class, Luxury Bus	Local train, City bus, Auto (IF with material)
IV	500	400	300	200	175	160	145	130	Train IInd Class, Luxury Bus	Local train, City bus, Auto (IF with material)

Expenses Incurred while Traveling:

- I) For Half-Day Journeys (Journey Time 12 - 24 hrs): Rs 120 Per Day
- II) For Journeys taking 24 hours or more (Journey time: more than 24 hrs) Rs 240 per day.

Local Conveyance:-

Employees may use their own vehicles for official purpose & will be reimbursed on the following basis

Two- Wheeler (Scooter, Motor Bike etc) @ Rs 3/- Per kilometer
Car @ Rs 6/- Per Kilometer

1. All expenses incurred on telephones, telegrams, telex, fix, e-mail etc. for official work will be reimbursed at actual. Official receipt for the same must be submitted along with the tour bill.
2. The employee should perform the journey in such a manner as would entail minimum expenditure to the Society. In case of submission of

false bills, the employee shall be liable for disciplinary action by the management.

3. Tour should be undertaken with the prior sanction of the management.
4. Employees while on tour are required in their own interest to safeguard their belongings and in no way the Society shall be responsible for any loss/belongings to personal property of the employee while on tour.
5. Ticket cancellation charges should be avoided and in unavoidable circumstance the ticket should be cancelled before 24 hours.
6. If two or more employees go on tour at the same destination, they must share a common room to reduce the expenses.

Tour Advance

Due to personal security reasons it is advisable that expenses at a location should be settled through credit cards and tour advances should normally not be drawn if the travel is to destination/s where credit cards are accepted. However, if it is found that some amount of cash is absolutely necessary, the Society expects the personnel to avail the minimum required advance, and in any case, not more than one-third of the total estimated tour expenditure.

Tour advances will normally be given only four days prior to the commencement of the tour.

Overseas trips require the authority of the Executive Director and the Head of the Institution. When staff members travel to destination outside the country for official purposes, the daily per diem rate is normally determined by the Head of the Institution, of rates that would be revised from time to time.