

MANIPAL UNIVERSITY JAIPUR

TRAVEL GUIDELINES

Effective from July 01, 2018

Domestic and International Travel

1.1. TRAVEL EXPENSES REIMBURSEMENT GUIDELINES

1.1.1. Objective

This Revised Travel Guidelines is designed to provide guidance to employees of Manipal University Jaipur, Jaipur, (hereinafter called as MUJ) for travel, per diem, accommodation and other related expenses incurred during official travel and to ensure best use of University resources. This also envisages that employee of MUJ, that while incurring such expenses, will apply reasonable discretion keeping in mind the guidelines of this Guidelines at all times.

1.1.2. Applicability

These Travel Guidelines supersedes all previous policies in this regard. These Travel Guidelines applies to all regular employees of MUJ including the employees on Post Retirement Engagement (PRE), but not the employees under outsourced agencies.

1.1.3. Guidelines Statement:

Manipal University Jaipur appreciates the efforts of all the employees, who travel on official duty ensures that both the University and employees do not gain or lose funds on official trips. The University expects the employees to spend prudently and follow the travel Guidelines and obtain reimbursements for all expenses on a timely basis to meet compliance requirements.

1.1.4. Features:

1. Reimbursement of travel expenses including accommodation charges, per diem allowance etc. are granted in accordance with the rules laid down by the Board of Management / Executive Committee / Senior Management Team from time to time.
2. Reimbursement of travel expenses shall cover the following subject to the limits prescribed in the annexures.
 - Cost of ticket or fare paid for travel
 - Accommodation charges, if any
 - Per diem allowance



3. Definitions:

- **Domestic Travel** is defined as travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.
 - **International Travel** is defined as any travel outside India except to any countries other than Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan.
 - **Per diem** is defined as an allowance which is granted while on travel to meet the cost of meals, refreshment, restaurant and room tips, laundry charges and other incidental expenses and hence, these expenses are not separately reimbursed. Reimbursement of Per diem allowance is subject to the provisions of section 10(14) of the Income Tax Act, 1961. (Please refer guideline No.18 below).
4. The transportation chosen should be the least costly, consistent with the itinerary and the official requirements of the trip. An upgrade in the mode/class of travel is permissible only when authorized by the University.
 5. Prior approval from the University is mandatory to travel by road for claiming reimbursement of travel expenses based on car mileage.
 6. 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 in the point of view of time and cost is not considerable, the fare for the route actually used may be admitted.
 7. Airfare will be reimbursed strictly against the production of boarding pass, air ticket and payment proof. In the case of all other modes of travel, claims are to be supported by original tickets only for reimbursement.
 8. The University does not provide reimbursement for travel and other expenses of family members and others, who accompany the employees on official trips. There are a limited number of situations in which, there is an official purpose for the presence of spouse, family members or others on official trips. Prior approval must be obtained from the University in such cases.
 9. If a travel itinerary is created to accommodate personal purposes along with official trip, the employee must pay the incremental cost of personal expenses and document the costs of official expenses incurred, separating personal expenses from official expenses.



10. Use the lowest cost local transportation consistent with official needs. For example, many hotels offer free airport shuttles, which should be used whenever practical. In case of hiring, employees should rent the most economical (compact or midsize) vehicle consistent with official needs and travel circumstances.
11. Employees are entitled for reimbursement of visa charges, related travel expenses and other related special fees wherever applicable, strictly on production of original receipts.
12. Employees are also entitled for reimbursement of travel insurance fee at the minimum required rate during the international travel only in case the same is mandatory for such travel on production of original receipts.
13. 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.
14. When accommodation is not provided, actual room rent within the tariff range given in the annexure is admissible subject to production of original hotel bills with payment receipts. Employees should choose a reasonably priced hotel for accommodation. Accommodation expenses will be reimbursed based on the eligibility even if the accompanying family member(s) sharing the room, without any additional cost.
15. Per Diem travel allowance is admissible from the time of commencement of the journey till the time of return to the actual place of residence upon completion of the itinerary.
16. Per diem travel allowance is reckoned from midnight to midnight hours as under. Itineraries exceeding:
 - a. 5 hours but less than 12 hours : 50%
 - b. 12 hours and above : Full per diem
17. No per diem allowance is admissible on travel within a radius of 30 km of the University.
18. As per the provisions of section 10(14) of the Income Tax Act, 1961 ('the Act'), expenses incurred on while performing the office duties shall be exempt "to the extent to which such expenses are actually incurred for that purpose". In order to get the exemption, it is necessary to justify that the per diem allowance are utilized by the employ-ees towards the performance and discharge of official duties while on assignment. Accordingly, **the employees have to submit sufficient documentary proof evidencing the amount of actual expenditure of the per diem expenditure while submitting the bills for reimbursement. If the documentary proofs are not submitted, the finance section will deduct the TDS on eligible per diem allowance to be paid.**

19. No per diem allowance is admissible on travel between MUJ Campus, Dehmi Kalan to offices located at Jaipur for attending work related to or organized by the MUJ except when overnight stay is authorized as part of the itinerary. However, reasonable expenses on food and refreshments up to the limit of per diem allowance applicable to the employee of MUJ or the employees of outsourced agencies working for MUJ will be reimbursed on submission of bills exceeding Rs. 150.00 up to which amount no bill shall be required. However, overnight stay should have the approval of the Head of the Institution.
20. No per diem allowance is permissible during the period when an employee goes on leave while on official itinerary.
21. Employees holding the Designation and responsibilities as Additional Responsibilities who are otherwise holding the regular designation as teaching faculty, are eligible to claim only the per diem allowance as applicable to their designation as teaching faculty.
22. Per diem allowance and accommodation expenses will be restricted to one day prior and one day later to the purpose of the visit as the case may be.
23. Employees are permitted to avail travel advance for the proposed travel with a request letter duly approved by the respective authority. The above advance shall be restricted to 75% of the anticipated expenses. Only one advance is permitted for a particular travel. Request for an advance for any subsequent travel will be considered only after settlement of the advance taken for earlier travel.
24. Reimbursement request along with required supporting documents should be submitted strictly within three (3) working days of incurring the expenses or returning from trip. The travel advance availed shall invariably be settled by submission of the expenditure statement along with relevant receipts and vouchers within the above period. Submission of expense report with partial supporting documents will not be accepted.
25. A claim is settled on the basis of information available on the date of admitting the claim for reimbursement. Revision of a claim for per diem travel allowance once admitted is not permissible. Accordingly, no arrears of per diem travel allowance is payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or change in the scale of pay with retrospective effect.
26. Charges towards baggage handling, porter charges, official telephone calls/internet usage etc. will be admissible and will be reimbursed if they are reasonable and / or supported by bills. Personal baggage handling/porter charges are not permitted.



27. When an employee is required to cancel his/her journey, the difference between the fare actually paid by him/her including the reservation charges, if any, and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions:
- The cancellation of the journey is due to exigencies of institutional work and the head of the institution has authorized such cancellation.
 - The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
 - The claim for reimbursement would be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation, if any or other incidental expenses incurred for reservation.
 - The cancellation has been made by the employee, the necessity therefore arose without any loss of time and the advantage of lower rates of cancellation charges has been availed of.
28. If there is a change in travel plans, the employee should make every effort to cancel hotel reservations in advance to avoid any penalties. Penalties or cancellation fees incurred for changes to hotel reservations due to official reasons or circumstances beyond the employee's control will be reimbursed.
29. The travel expenses reimbursement rules do not apply while availing of leave travel facility. Leave travel reimbursement is governed by Leave Travel Concession Rules.
30. This travel reimbursement rule will also be applicable for faculty members towards attending conferences/workshops etc. as per the conference Guidelines.
31. For smooth processing, all claims shall be submitted to the finance office in the prescribed format along with the original bills/payment receipts/boarding pass etc. wherever applicable with the approval of the Head of the Institution.

All are requested to comply with the above provisions to avoid rejection of claims.

Manipal University Jaipur reserves the rights to modify any of the above provisions at its discretion from time to time.

File No. : MUJ/REGR/1467/2018
Dated : 17 August 2018

Sd/-xxx
Registrar
Manipal University Jaipur



MANIPAL UNIVERSITY JAIPUR						
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL (Applicable to faculty members effective from July 01, 2018)						
#	Designation	Scale of pay	Mode of Travel	Car Mileage (per km.)	Per diem Allowance	Accommodation (upto Max.)
1	Professor	43000-63000	Air (Economy)/ Train – II AC	N.A.	Rs. 1,500	Rs. 6,000
2	Associate Professor - Senior Scale	40400-56650			Rs. 1,500	Rs. 6,000
3	Associate Professor	37400-51900	Train - II AC		Rs. 1,250	Rs. 5,000
4	Assistant Professor - Selection Grade	18600-27600	Train - II AC		Rs. 1,000	Rs. 4,000
5	Assistant Professor-Senior Scale				Rs. 1,000	Rs. 4,000
6	Assistant Professor	15600-26100	Train - II AC	N.A.	Rs. 1,000	Rs. 4,000
Domestic Travel - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.						
Note: Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.						



MANIPAL UNIVERSITY JAIPUR						
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL						
NON-TEACHING STAFF MEMBERS						
(effective from July 01, 2018)						
Group	Pay Band	Basic Pay	Mode of Travel	Car Mileage	Per diem Allowance	Accommodation
				(per km.)		(upto Max .)
1	D1 - D8	4500 - 14350	Train AC 3	N.A.	600	1000
	C1 - C6	6000 - 14880	Train AC 3	N.A.	600	1000
	B1 - B7	5250 - 14845	Train AC 3	N.A.	600	1000
2	C7 - C9	15870 - 23460	Train AC 2	N.A.	800	2000
	B8 - B11	15820 - 26705	Train AC 2	N.A.	800	2000
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Note: Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.						



MANIPAL UNIVERSITY JAIPUR					
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL					
MANAGEMENT CADRE (effective from July 01, 2018)					
#	Designation	Mode of Travel	Car Mileage (per km.)	Per diem Allowance	Accommodation (upto Max.)
1	Chairman/President/Pro President Registrar/Dean/Non-official members of the Board/ Committees of the University	Air/ Train - I AC	Rs. 10	Rs. 2,000	Actuals
2	Director/CFA&O/Head HR or Equivalent Designation	Air (Economy)/ Train - II AC 2 Tier	Rs. 10	Rs. 1,500	Rs. 6,000
Domestic Travel - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.					
Note: Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.					



MANIPAL UNIVERSITY JAIPUR									
TRAVEL EXPENSE REIMBURSEMENT RULES - INTERNATIONAL TRAVEL									
(Applicable to faculty members effective from July 01, 2018)									
#	Designation	Scale of pay	Mode of Travel	Per Diem Allowance (in USD)			Accommodation (in USD)		
				Type A	Type B	Type C	Type A (upto Max.)	Type B (upto Max.)	Type C (upto Max.)
1	Professor	43000-63000	Air (Economy)	\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
2	Associate Professor - Senior Scale	40400-56650		\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
3	Associate Professor	37400-51900		\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
4	Assistant Professor-Selection Grade			\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
5	Assistant Professor- Senior Scale	18600-27600	Air (Economy)	\$ 85	\$ 60	\$ 50	\$ 175	\$ 150	\$ 125
6	Assistant Professor	15600-26100	Air (Economy)	\$ 75	\$ 50	\$ 40	\$ 150	\$ 125	\$ 100

Classification of Countries / Cities:
Type A : United States of America, United Kingdom, Canada, Germany, France, Hong Kong, China, South Africa, Australia, New Zealand, Switzerland, Sweden, Denmark, Belgium, Netherlands, Singapore, Norway, Finland and equivalent
Type B : Malaysia, Middle East Countries, South American Countries, African Countries, Maldives and other South East Asian Countries and equivalent
Type C : All other countries

Domestic Travel - Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.

MANIPAL UNIVERSITY JAIPUR								
TRAVEL EXPENSE REIMBURSEMENT RULES - INTERNATIONAL TRAVEL								
MANAGEMENT CADRE (effective from July 01, 2018)								
#	Designation	Mode of Travel	Per diem Allowance (in USD)			Accommodation (in USD)		
			Type A	Type B	Type C	Type A (upto Max.)	Type B (upto Max.)	Type C (upto Max.)
1	Chairman/President/Pro President Registrar/Dean/Non-official members of the Board/ Committees of the University	Air (Business)	\$ 150	\$ 125	\$ 100	\$ 300	\$ 200	\$ 150
2	Director/CFA&O/Head HR or Equivalent Designation	Air (Economy)	\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
3	Deputy Registrar/ Deputy Director or Equivalent Position	Air (Economy)	\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
4	Assistant Registrar/ Assistant Director or Equivalent Position	Air (Economy)	\$ 75	\$ 50	\$ 40	\$ 150	\$ 125	\$ 100

Classification of Countries / Cities:
Type A : United States of America, United Kingdom, Canada, Germany, France, Hong Kong, China, South Africa, Australia, New Zealand, Switzerland, Sweden, Denmark, Belgium, Netherlands, Singapore, Norway, Finland and equivalent
Type B : Malaysia, Middle East Countries, South American Countries, African Countries, Maldives and other South East Asian Countries and equivalent
Type C : All other countries

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