

## TRAVEL & DAILY ALLOWANCE POLICY

### FOR

### MARKETING STAFF

#### 1. OBJECTIVE

To govern reimbursement of expenditure towards travel, boarding and lodging for university marketing related work.

#### 2. PROCEDURE

**2.1** Official travel would be treated as “tour”, if the place of visit from Surat/University is more than 250 kms (one way) and/or the total duration of travel is more than 8 hours.

**2.2** Tours will be approved by Provost/Director.

**2.3** 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.

**2.4** Hotel bookings irrespective of location are to be handled through the designated official in Administration/HR Department.

**2.5** When touring together, twin-sharing accommodation shall be utilized.

The applicable rates for reimbursement of tour expenses are given below. However, if the duration of tour exceeds 7 days, the Deputy Registrar, in consultation with the HR Department, may advise such rates as may be fair and justifiable.

#### 3. ELIGIBILITY

All regular and Adhoc employees of P. P. Savani University and P. P. Savani Knowledge city

**3.1** For local marketing work into nearby cities



Sr. No	Local traveling points	Fix TA (Category IV)	Fix TA (Category V and VI)	Fix Food allowance (If duration exceeds more than 10 hours) (Dinner/Snacks) (Category IV)	Fix Food allowance (If duration exceeds more than 10 hours) (Dinner/Snacks) (Category V and VI)
1	Within Kim/Kosamba/Ankleshwar	100	50	100	100
2	Within home city (Apart from Kim/Kosamba/Ankleshwar)	200	100	150	100
3	PPSU to Surat	600	300	150	100
4	PPSU to Ankleshwar	150	100	150	100
5	PPSU to Bharuch	600	300	150	100
6	PPSU to Navsari	800	400	150	100
7	PPSU to Valsad	1000	500	150	100
8	PPSU to Vapi	1400	700	150	100
9	PPSU to Vadodara	1400	700	200	150
10	PPSU to Ahmedabad	1400	800	200	150
11	PPSU to Mumbai	1400	800	600	300

(Distance from University/City office/Base station/ Home to the place, whichever is less will be considered. All above mentioned rates are maximum ceiling. Reimbursement will be done based on actual bills only except within home city travelling)

### 3.2 Class of travel (For the cities which are not mentioned above)

Category	Category of staff	Eligibility
IV	Administrative Officers (Managerial level)	AC (three tier) by train or AC Chair Car in Shatabdi Express
V	Officers (Counselor etc.), Marketing executive	Sleeper Class by Train or by public Transport
VI	Office assistants, Peon, Drivers	Second Class (ordinary) by train or Public Transport Bus





### 3.3 Journey by road (For the cities which are not mentioned above)

Journey by road in private car is allowed to members in categories IV and the reimbursement is limited to the following rates. (It requires the approval from the reporting authority.)

Distance covered	CNG Vehicles (Rs. Per kilometer) (Including toll tax)	Diesel Vehicles (Rs. Per kilometer) (Including toll tax)	Petrol Vehicles (Rs. Per kilometer) (Including toll tax)
Distance up to 500 kilometers	Rs. 05.00	Rs. 06.00	Rs. 07.00

## 4. DA rules

### 4.1 Accommodation allowance

Category	Category of staff	Metro cities	State capital apart from metro city	Other places
IV	Administrative Officers (Managerial level)	2000	1500	1000
V	Officers (Counselor etc.), Marketing executive	1500	1000	800
VI	Office assistants, Peon, Drivers	1000	600	500

### Please note

- Accommodation expenses are admissible on the basis of actual, supported by vouchers and are subject to limits
- In case of tours to multiple locations on the same day which falls under different city categories (Metros & Non-Metros), the accommodation allowance will be determined by the actual location of the place of stay.

### 4.2 Food allowance (For full day)

Category	Category of staff	Metro cities	State capital apart from metro city	Other places
IV	Administrative Officers (Managerial level)	600	500	400
V	Officers (Counselor etc.), Marketing executive	400	300	200



Category	Category of staff	Metro cities	State capital apart from metro city	Other places
VI	Office assistants, Peon, Drivers	300	200	200

**4.3 Per Diem allowance for independent arrangement** (It requires the approval from the reporting authority.)

When employee makes his own stay and food arrangements, he or she may claim a flat per diem in lieu of accommodation and food allowance, as follows:

Category	Category of staff	Metro cities	State capital apart from metro city	Other places
IV	Administrative Officers (Managerial level)	1560	1200	840
V	Officers (Counselor etc.), Marketing executive	1140	780	600
VI	Office assistants, Peon, Drivers	780	480	420

**Please note**

- Per-diem - In case an employee travels to multiple locations on the same day which fall under different city categories (Metros and Non-metros), the allowance applicable for the higher most city category for the day will be uniformly applied for the visit for entire day. A day will be calculated as starting from 00.00 hrs midnight and ending at 23.59 hours.
- All above mentioned rates are maximum ceiling. Reimbursement will be done based on actual bills only.

**5. Local travels**

Reimbursement of expenditure on local travel while on tour will be limited to the following

Sr. No	Category	Description
1	IV	Actual hire charges for point to point taxi
2	V to VI	Bus fare/ Shared Public transport / Shared Three Wheelers subject to a limit of Rs. 120/- per day.





## 6. General guidelines

- (i) The Provost/Director shall be the Controlling Officers for authorizing tour program.
- (ii) Tour expenses shall be settled within one week of the return from the Official journeys.
- (iii) The Controlling officer(s) may authorize advance to the extent of 50% of the expected expenditure.
- (iv) Tour should be undertaken only after authorization by the controlling officer.
- (v) Journey should be undertaken by the shortest available route.

### Please note

These rules have been laid down to ensure consistency of administrative decisions in sanctioning tours and authorizing reimbursement of travel, accommodation & food and other incidental expenses. The general principle implicit in the rules has been that allowances are in the nature of reimbursement of actual expenses and should not become a source of income.

### **Notes:**

1. Travel statements shall be submitted within 7 days of taking travel
2. Tour report must be submitted along with the bills
3. GPS based system must be used during out duties. GPS report must be submitted along with the bills.



  
**Registrar**  
**Registrar**  
**P P Savani University**