

TRAVEL & DAILY ALLOWANCE POLICY

1. OBJECTIVE

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

2. PROCEDURE

2.1 Official travel would be treated as “tour”, if the place of visit from Surat/University is more than 150 kms (one way) and/or the total duration of travel is more than 8 hours.

2.2 Tours up to 1 day will be approved by Principal of respective department.

2.3 Tours exceeding 1day will be approved by Provost.

2.4. 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.

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

2.6 When touring together, twin-sharing accommodation shall be utilized, except for category III and above (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 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 Class of travel

Category	Category of staff	Eligibility
I	Vice-Chancellor/Provost, Pro-Vice-Chancellor, Director, Trustee	First Class AC by train (including Shatabdi Express), actual Air fare.
II	Registrar, Deputy Registrar, COE, Dean/Principal	Second Class AC by train, Economy Class by Air or Actual.
III	Professor, Professor emeritus, Finance officer	AC (three tier) by train or AC Chair Car in Shatabdi Express, Economy Class by air for journeys beyond 500 kilometers.
IV	Associate Professor and equivalent,	AC (three tier) by train or AC Chair Car in Shatabdi Express



Category	Category of staff	Eligibility
	Assistant Professor/ Administrative Officers (Managerial level)	
V	Officers (Counselor etc.), Teaching assistant, Tutor, Clerical staff, Lab assistant	Sleeper Class by Train or by public Transport
VI	Office assistants, Peon, Drivers	Second Class (ordinary) by train or Public Transport Bus

3.2 Journey by road

Journey by road in private car is allowed to members in categories I,II III and IV (For SOM and SOD) and in categories I, II and III (SOE,SOP,SON,SOA,SOS) and the reimbursement is limited to the following rates. (Category IV requires the special approval from the reporting authority)

Distance covered	Petrol/Diesel/CNG Vehicles (Rs. Per kilometer) (Including toll tax)
Distance up to 500 kilometers	Rs. 08.00

4. DA rules

4.1 Accommodation allowance

Category	Category of staff	Metro cities	State capital apart from metro city	Other places
I	Vice-Chancellor/Provost,Pro- Vice-Chancellor, Director, Trustee	Actual	Actual	Actual
II	Registrar, Deputy registrar, COE, Dean/Principal	4000	3000	2000
III	Professor, Professor emeritus, Finance officer	3500	2500	1500
IV	Associate Professor and equivalent, Assistant Professor/ Administrative Officers (Managerial level)	3000	2000	1000
V	Officers (Counselor etc.), Teaching assistant, Tutor, Clerical staff, Lab assistant.	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, Includes lunch and dinner)

Category	Category of staff	Metro cities	State capital apart from metro city	Other places
I	Vice-Chancellor/Provost, Pro-Vice-Chancellor, Director, Trustee	Actual	Actual	Actual
II	Registrar, Deputy registrar, COE, Dean/Principal	1000	800	600
III	Professor, Professor emeritus, Finance officer	800	600	500
IV	Associate Professor and equivalent, Assistant Professor/ Administrative Officers (Managerial level)	700	500	400
V	Officers (Counselor etc.), Teaching assistant, Tutor, Clerical staff,	500	400	300
VI	Lab assistant, Peon, Drivers	400	350	300

4.3 Food allowance (For half day, Includes lunch only)

Category	Category of staff	Metro cities	State capital apart from metro city	Other places
I	Vice-Chancellor/Provost, Pro-Vice-Chancellor, Director, Trustee	Actual	Actual	Actual
II	Registrar, Deputy registrar, COE, Dean/Principal	500	400	300
III	Professor, Professor emeritus, Finance officer	400	300	250
IV	Associate Professor and equivalent, Assistant Professor/ Administrative Officers (Managerial level)	350	250	200



Category	Category of staff	Metro cities	State capital apart from metro city	Other places
V	Officers (Counselor etc.), Teaching assistant, Tutor, Clerical staff,	250	200	150
VI	Lab assistant, Peon, Drivers	200	180	150

4.4 Per Diem allowance for independent arrangement

When employee makes his own stay and food arrangements (Including dinner Table 4.2), 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
II	Registrar, Deputy registrar, COE, Dean/Principal	2500	1900	1300
III	Professor, Professor emeritus, Finance officer	2150	1550	1000
IV	Associate Professor and equivalent, Assistant Professor/ Administrative Officers (Managerial level)	1850	1250	700
V	Officers (Counselor etc.), Teaching assistant, Tutor, Clerical staff	1000	700	550
VI	Lab assistant, Peon, Drivers	700	475	400

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.

5. Local travels

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

For SOE,SOP,SON,SOA, SOS		
Sr. No	Category	Description
1	I	Actual hire charges for a full taxi on daily basis
2	II& III	Actual hire charges for point to point taxi
3	IV	Actual expenses for hiring three wheelers



For SOE,SOP,SON,SOA, SOS		
Sr. No	Category	Description
4	V to VI	Bus fare/ Shared Public transport / Shared Three Wheelers subject to a limit of Rs. 120/- per day.

For SOM and SOD		
Sr. No	Category	Description
1	I	Actual hire charges for a full taxi on daily basis
2	II& III& IV	Actual hire charges for point to point taxi

For marketing and other work (Applicable to marketing team and non-teaching staff)

Sr. No	City	Fix TA	Fix Food allowance
1	Within home city	100	150 (Lunch)
2	PPSU to Surat	600	150 (Lunch) +150 (Dinner)
3	PPSU to Ankleshwar	150	150 (Lunch) +150 (Dinner)
4	PPSU to Bharuch	600	150 (Lunch) +150 (Dinner)
5	PPSU to Navsari	800	150 (Lunch) +150 (Dinner)
6	PPSU to Valsad	1000	150 (Lunch) +150 (Dinner)
7	PPSU to Vapi	1400	150 (Lunch) +150 (Dinner)
8	PPSU to Vadodara	1400	150 (Lunch) +150 (Dinner)
9	PPSU to Ahmedabad	1400	150 (Lunch) +150 (Dinner)

(Distance from University or home to the place, whichever is less will be considered.)

6. General guidelines

(i) The Vice-Chancellor shall be the Controlling Officers for authorizing his own tour programs. The tour program of the PVC, Registrar, Deputy Registrar, COE and Deans/Principals shall be sanctioned by the Vice-Chancellor. The Deputy Registrar shall be the Controlling Officer in all other cases.

(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



Registrar
P P Savani University