

Doon Business School-Group

Selaqui, Dehradun

No: HRP-115/2019

Dated 27 September, 2019

Subject: REVISED Consolidated Policy for Re-imburement of travel and other expenses, for outstation journeys for institution's job, incorporating Revision No 6

With the growth and development of the institution, the outstation mobility of the DBS faculty and staff members, in connection with the institute's activities and other related jobs has increased. In order to enable for the faculty and other staff, trouble free journey, comfortable stay outside and hassle free mobility, need was felt to bring out a policy for reimbursement of travelling and other expenses, as a part of the institute's comprehensive HR policy, and accordingly the same was issued under policy circular No. HRP-4/11-12 dated 14 February 2012, and subsequent revisions were made earlier vide circulars No. HRP-6/11-12 dated 05 May 2012, HRP-7/13 dated 07 December 2013, HRP-15/14-15 dated 07 March 2015, HRP-35/2016 dated 12 February 2016 and HRP-100/2019 dated 22 February 2019, as indicated at the bottom of this policy circular.

In consideration of increased scheduled tariff of hotel accommodation, and local mobility needs, outstation, the management of the Doon Business School-Group has now decided to increase the stay entitlements for hotel accommodation, for specified categories of employees, through this revision No.6. **These revised details will come into force with effect from the issue date of this policy circular.**

- 1] The policy is known as 'The Policy on Reimbursement of Travel and Other Expenses for outstation Official Journeys-REVISION.no 6.'
- 2] Members of the faculty and other staff, required to undertake outstation journey for official purpose will normally be required to obtain prior approval and/or submit such an approval, contained in the claim reimbursement.
- 3] The claim reimbursement, in the prescribed performa will required to be submitted, immediately after return from the tour, and approved by the competent authority.
- 4] Chairman/Director will be the competent authority to approve all outstation tours and the claim reimbursements, thereof

5] Travel entitlements

Sl.No.	Category of employee	Local conveyance, including to/from Rly station, airport	Authorized mode of travel between two stations	Remarks
1	Director and above	Taxi <ul style="list-style-type: none"> • Full day taxi • Ola/Uber/Car hire 	Air(Economy Class), train I AC, taxi, own/friend's car, bus	Reservation charges included,Rajdhani, Shatabdi andTatkal allowed. If travelling by own car- Rs 8.0 per Km limited to first AC normal fair
2	Professor/Associate Professor/Vice President	Taxi <ul style="list-style-type: none"> • Ola/Uber/full day taxi, if part Car hire, is not 	II AC sleeper/ First AC Chair Car, own/friend's car, (if	Reservation charges included, Rajdhani, Shatabdi and Tatkal

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		available	travel less than 250 KMs), bus	allowed. If travelling by own car- Rs 8.0 per Km limited to II AC normal fair
3	Sr Manager/Assistant Professor	Auto/Ola/Uber	III AC sleeper/ AC Chair Car, bus, Car, (Car, if travel up and down is on same day and two or more people are travelling OR total travel is less than 500Kms)	Reservation charges included, Rajdhani, Shtabdi and Tatkal allowed.
4	Manager/Officer	Auto/Ola/Uber	III AC sleeper/ AC Chair Car, bus, Car travel only on prior approval	Reservation charges included, Rajdhani, Shtabdi and Tatkal allowed.
5	Other staff	Auto	III-Tier sleeper, bus	Reservation charges included

6] Entitlement for Stay

- (a) When stay is made in hotel, the employee concerned should submit all hotel bills directly, and produce the hotel bill, in original along with the claims reimbursement
- (b) Category of employees in ranks lower than Professor, if assigned a group task, at the same station, are expected to stay in shared double room hotel accommodation. In such a case, the combined entitlement of such employees, will be equal to the hotel room entitlement of the higher entitlement person, plus 50% of the Hotel room entitlement of the other person.
Example: If a Senior Manager and Manager stay together in a hotel room at a Metro Station, their individual entitlement is of course is Rs1400/&Rs1200/respectively, but when staying together in a shared accommodation, their combined entitlement will be Rs1400/plus 50% of Rs1200/ i.e total Rs 2,000/- only
- (c) In order to facilitate the lady employees travelling alone, outstation, for institute's job and in recognition of important requirements of safety and security, the entitlement for 'Hotel Stay', in their case will be that of the next stage higher of their designation as specified in the table below.
- (d) Hotel charges will be reimbursed only for stay and not for any other charges like meals, laundry, telephone etc., unless otherwise specified
- (e) Stay entitlements will be as per the table below

