

Doon Business School-Group

Selaqui, Dehradun

No: HRP-115/2019

Dated 27 September, 2019

Subject: REVISED Consolidated Policy for Re-imbursement 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 and Tatkal 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

- 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
- 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
- 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.
- Hotel charges will be reimbursed only for stay and not for any other charges like meals, laundry, telephone etc., unless otherwise specified
- Stay entitlements will be as per the table below



	Category of employee	If staying at hotel, Metros and Mini metros,i.e, Mumbai, Delhi,Noida,Kolkatta, Chennai, Banglore, Hyderabad, Pune, Nagpur, Baroda, Indore and other state capitals	If staying by personal arrangement , Metros and Mini metros,i.e, Mumbai, Delhi,Noida,Kolkatta, Chennai, Banglore, Hyderabad, Pune, Nagpur, Baroda, Indore and other state capitals	If staying at hotel, other stations	If staying by personal arrangement , Other stations
1	Director and above	• Rs 4000/- per day or actuals whichever is less	Rs 1000/-per day	• Rs 3,500/- per day or actuals whichever is less.	Rs 800/-per day
2	Professor	Rs 3,000/- per day or actuals whichever is less	Rs 1000/- per day	Rs 2,500/- per day or actuals whichever is less	Rs 800/- per day
3	Associate Professor	Rs 2,500/- per day or actuals whichever is less	Rs 1000/- per day	Rs 2,000/- per day or actuals whichever is less	Rs 800/- per day
4	Asst. Professor	Rs 2100/- per day or actuals whichever is less	Rs 800/- per day	Rs 1750/- per day or actuals whichever is less	Rs 700/- per day
5	Faculty lower than Asst Professor	Rs 1750/- per day or actuals whichever is less	Rs 650/- per day	Rs 1500/- per day or actuals whichever is less	Rs500/- per day
6	Vice President/Senior Manager	Rs 2,500/- per day or actuals whichever is less	Rs 800/- per day	Rs 2,000/- per day or actuals whichever is less	Rs 700/- per day
7	Manager	Rs 1750/- per day or actuals whichever is less	Rs 650/- per day	Rs 1500/- per day or actuals whichever is less	Rs500/- per day
8	Officer	Rs 1000/- per day or actuals whichever is less	Rs 600/- per day	Rs 1000/- per day or actuals whichever is less	Rs 500/- per day

7] Daily Allowance to cover other incidentals, including meals

(a) The daily allowance to cover all other outstation incidental expenses will be allowed as per the table below.

(b) Normally a day (of 24 hours) will reckon from the time of leaving the station (house of the employee) to the time of returning back.Period more than 12 hours will also

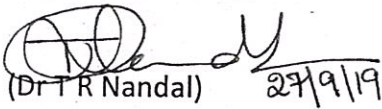


be counted as a day for calculating daily allowance. However period less than 12 hours, but more than 6 hours will count for half a day

- (c) In case travel time is more than 12 hours, the Daily Allowance, for such travel time exceeding 12 hours, will be counted at DA rates applicable for 'other places' as per the table below

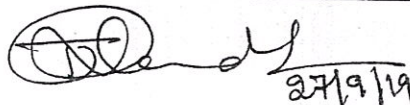
Sl. No.	Category of employee	Metros and Mini metros, i.e., Mumbai, Delhi, Noida, Kolkatta, Chennai, Bangalore, Hyderabad, Pune, Nagpur, Baroda, Indore and other state capitals	Other Places
1	Director and above	Rs 1000/- per day	Rs 1000/- per day
2	Professor	Rs 850/- per day	Rs 850/- per day
2	Associate Professor	Rs 700/- per day	Rs 600/- per day
3	Asst Professor/Manager	Rs 600/- per day	Rs 500/- per day
4	Senior Manager	Rs 700/- per day	Rs 600/- per day
5	Officer/Other staff	Rs 500/- per day	Rs 450/- per day

- 8] The institute can fix separate rates for stay and DA entitlement, on case to case basis, for long duration stay at place, say more than a week.
- 9] Chairman/ Director can reimburse all other genuine expenses incurred by the employees concerned, in executing the assigned individual/group task during tour, which is not covered above, on case to case basis.
- 10] The reimbursement limits indicated above will be subject to review time to time at discretion of the management.


(Dr. T. R. Nandal) 27/9/19
Registrar

Revisions History:

- Original policy dated 14/2/12
- Revision No1** dated 05 May 2012- relating to lady employees travelling alone, and stay in shared hotel accommodation
- Revision No2** dated 07 December 2013- incorporating upward revision of stay entitlements and daily allowance
- Revision No.3**, incorporated in the consolidated circular with upward revision of Hotel Stay entitlements for Managers and Senior Managers.
- Revision no 4**, incorporated upward revision of Hotel Stay entitlements for all categories of employees. In travel entitlements, the category of Senior Manager has been added and inclusion of bed tea and breakfast has been deleted from the hotel tariff
- Revision no 5**, incorporates upward revision of Hotel Stay entitlements and local transport
- This Revision No 6**, incorporates further upward revision of Hotel Stay entitlements


27/9/19