

Guidelines for air travel on official tours (Officers and Other Support Staff)

1. HOW TO PROCEED

- Request for on duty leave for travel within India/Abroad, addressed to the AO routed through the Reporting Officer be sent well in advance, either through email or letter.
- Attach Letter of Invitation.
- Debit Head has to be indicated for meeting the travel and other incidental expenses.
- Indicate alternate arrangements during absence, if any.

2. TICKET BOOKING PROCEDURE

- Air tickets to be purchased from AIR INDIA booking counter / websites of airlines (www.airindia.in) or through authorized travel agents namely; M/s Balmer Lawrie & Company, IRCTC and M/s. Ashok Travels & Tours.
- Travel by permitted class in Air India only.

3. HOW TO APPLY FOR TRAVEL ADVANCE

- Requests for advance addressed to the AO should be submitted at least 15 working days in advance, before the date of travel.
- Debit Head has to be indicated for meeting the travel and other incidental expenses.

4. SETTLEMENT OF CLAIMS

- Claims for settlement should be submitted in prescribed format attached, along with support documents in original:
 - Tickets/boarding passes
 - Food bills (within India)
 - Conference registration fees, if any
 - Medical Insurance, Visa fees (travel outside India)
 - Accommodation and charges towards travel within the city (both India and abroad) including airport transfers.

- Settlement claim be submitted **within one month** from the date of completion of journey, where no advance is drawn.
- Settlement claim to be submitted **within 15 days** from the date of completion of journey, if advance is drawn.

5. RELAXATION

- List of sectors where blanket relaxation has been accorded by GOI is appended.
- Requests for seeking relaxation be submitted in proforma for relaxation to travel by airlines other than Air India, duly forwarded by AO.
- Requests should reach JS & FA, DST atleast 20 working days in advance from the date of travel.
- Availability of lower fare is no criteria for seeking relaxation
- Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
- **Non receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.**
- Scanned copy of proforma for relaxation to travel by airlines other than Air India to be mailed to fa-dst<fa-dst@gov.in)

6. DAILY ALLOWANCE/PER DIEM

WITHIN INDIA

- Food expenses will be reimbursed on production of original bills, as per prevailing GOI norms

OUTSIDE INDIA

- Per Diem will be sanctioned/ reimbursed as per the rates specified by GOI, depending on the country visited (excluding food bills)

7. HOTEL ACCOMMODATION

- Expenses will be reimbursed on production of original bills, as per prevailing GOI norms

8. LOCAL TRANSPORT CHARGES FOR TRAVEL WITHIN THE CITY

- Expenses will be reimbursed on production of original bills as per prevailing GOI norms

9. TRAVEL BY ROAD

- Claims for Inter-state/within the State travel (within India) by road is admitted, if the travel is undertaken by Government operated buses only.