

## **Guidelines for air travel on official tours (Faculty)**

### **1. HOW TO PROCEED**

- Request for appropriate leave (Conference/ Academic/ On duty leave) for travel within India/Abroad, addressed to the Dean, Faculty Affairs routed through Chair be sent well in advance, either through email or letter, with a copy to AO/Admin.
- In respect of Deans, the request for leave for travel to be addressed to the President through the Chair of the Unit, with a copy to AO/Admin.
- 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](http://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, subject to a maximum of Rs.450/- per day, i.r.o Faculty Fellows and Associate Professors and Rs.750/- per day, i.r.o Professors.

## **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, subject to a maximum of Rs.4,500/- per day, i.r.o Faculty Fellows and Associate Professors and Rs.7,500/- per day, i.r.o. Professors.

## **8. LOCAL TRANSPORT CHARGES FOR TRAVEL WITHIN THE CITY**

- Expenses will be reimbursed on production of original bills upto 50 kms for Non-AC taxi charges (calculated on the basis of rate per kilometers which is Rs.24/km) i.r.o Faculty Fellows and Associate Professors and upto 50 kms AC taxi charges i.r.o Professors.

## **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.