

**HRP-176/2022**

**Dated-30<sup>th</sup> March, 2022**

**Circular**

**Subject: Revision in the Consolidated Policy for Re-imburement of travel and other expenses, for outstation journeys for Institution's job, Incorporating Revision No 7**

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 many folds. In order to enable for the faculty member (s) and other staff member(s), trouble free journey, comfortable stay outside and hassle free mobility, need was felt to bring out a revised 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 vlde 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, HRP-115/2019 dated 27 September 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 revise the stay entitlements for hotel accommodation and other entitlements, for undermentioned categories of employees, through this revision No.7. These revised details will come into force with effect from 1<sup>st</sup> April, 2022.

1. The policy is known as 'The Policy on Reimbursement of Travel and Other Expenses for outstation Official Journeys-REVISION no 7
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

Sr No	Category of employee	local conveyance, Including to/from Rly station, airport	Authorised mode of travel between two stations	Remarks
1	Director and above	Taxi Full day taxi Ola/Uber/Car hire	Air(Economy Class), train I AC, taxi, own/friend's car, bus	Reservation charges including, Rajdhani, Shatabdi, and Tatkal allowed. If travelling by own car- Rs 11.00 per Kms limited to first AC normal fair

Sr No	Category of employee	local conveyance, Including to/from Rly station, airport	Authorised mode of travel between two stations	Remarks
2	Professor{ Associate Professor/Vice President	Taxi Ola/Uber/full day taxi	II AC sleeper/ First AC Chair Car, own/friend's car, (If travel less than 250 Kms)	Reservation charges Included, Rajdhani, Shatabdi and Tatkal allowed. If travelling by own car- Rs 11.00 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 500 Kms)	Reservation charges included, Rajdhani, Shatabdi 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, Shatabdi and Tatkal allowed
5	Other	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 hotels bills 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 Rs Rs1400/- plus 50% of Rs 1200/- 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 the stay and not for any other charges like meals, laundry, telephone etc., unless or otherwise specified.

(e) Stay entitlements will be as per the table below;

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Sr No	Category of employee	If staying at hotel in Metros and Mini metros, ie Mumbai, Delhi, Noida, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Nagpur, Baroda, Indore and other state capitals	If staying by personal arrangement in Metros and Mini metros Mumbai, Delhi, Noida, Kolkata, Chennai, Bangalore, 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 5000/- per day or actuals whichever is less	Rs 1200/- per day	Rs 4400/- per day or actuals whichever is less	Rs 1000/- per day
2	Professor	Rs 4000/- per day or actuals whichever is less	Rs 1200/- per day	Rs 3100/- per day or actuals whichever is less	Rs 1000/- per day
3	Associate Professor	Rs 3250/- per day or actuals whichever is less	Rs 1200/- per day	Rs 2500/- per day or actuals whichever is less	Rs 1000/- per day
4	Assistant Professor	Rs 2600/- per day or actuals whichever is less	Rs 1000/- per day	Rs 2200/- per day or actuals whichever is less	Rs 900/- per day
5	Faculty lower than Assistant Professor	Rs 2200/- per day or actuals whichever is less	Rs 800/- per day	Rs 1900/- per day or actuals whichever is less	Rs 650/- per day
6	Vice President/Senior Manager	Rs 3250/- per day or actuals whichever is less	Rs 1000/- per day	Rs 2500/- per day or actuals whichever is less	Rs 900/- per day
7	Manager	Rs 2500/- per day or actuals whichever is less	Rs 800/- per day	Rs 1900/- per day or actuals whichever is less	Rs 650/- per day
8	Officer	Rs 1250/- per day or actuals whichever is less	Rs 700/- per day	Rs 1200/- per day or actuals whichever is less	Rs 650/- per day

7. **Daily Allowance to cover other Incidentals, Including meals**

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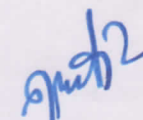
(a) To cover all other outstation incidental expenses, the daily allowance will be allowed as per the table below.

(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 as per the table below;

Sr No.	category of employee	Rates
1	Director & above	Rs 1500/per day
2	Professor	Rs 1200/per day
3	Associate Professor/Sr Manager/Vice President	Rs 1000/per day
4	Assistant Professor/Manager	Rs 750/per day
5	Officer/other staff	Rs 600/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.

  
**Ajai Singh**  
Head-HR & Compliances

**Revisions History:**

- i. Original policy dated 14/02/2012
- ii. Revision No1 dated 05 May 2012- relating to lady employees travelling alone, and stay in shared hotel accommodation
- iii. Revision No2 dated 07/12/2013 Incorporating upward revision of stay entitlements and daily allowance
- iv. Revision No.3, Incorporated in the consolidated circular with upward revision of Hotel Stay entitlements for Managers and Senior Managers.
- v. 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
- vi. Revision no 5, Incorporates upward revision of Hotel Stay entitlements and local transport
- vii. Revision No 6, Incorporates further upward revision of Hotel Stay entitlements
- viii. This Revision No 7, Incorporates further upward revision of Hotel Stay and other entitlements