

Kirloskar Institute of Advanced Management Studies

Annexure to Travel Rules

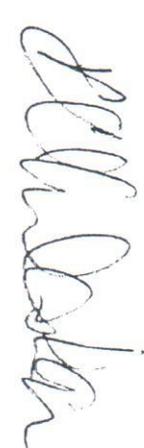
Employee Grade	METROS and LARGE CITIES		OTHER CITIES		Allowance during Transit Fixed		Fixed allowance when lodging, boarding and local transport are arranged by the Institute	
	Hotel/Lodging Bill upto	Boarding & other out of	Hotel/Lodging Bill upto	Boarding & other out of	More than 6 and Upto 12 Hours	More than 12 and Upto	Metros Cities	Other Cities
1. STAFF Supported by invoices Under own arrangement (no invoices)	2250 750	1050	1700 570	900	300	450	375	300
2. RESEARCH ASSOCIATE Supported by invoices Under own arrangement (no invoices)	2700 900	1500	2000 710	1150	300	550	450	375
3. FACULTY Supported by invoices Under own arrangement (no invoices)	3750 1280	1700	2850 1150	1350	300	600	525	450
4. PROF, SR. PROF, HEAD ADMIN Supported by invoices Under own arrangement (no invoices)	4500 1800	1800	3600 1350	1600	300	675	600	550
5. DIRECTOR Supported by invoices Under own arrangement (no invoices)	Actuals 2100	2100	Actuals 1700	1750	300	750	Actuals	Actuals

Travel by own car: reimbursement @ Rs. 7.5 per kilometer. Prior permission of Director needed to travel by own car.
Boarding: For claiming full boarding allowance, the employee should have stayed at the destination for more than 12 hours. Otherwise s/he can claim 50% of the amount.
Local Conveyance at actuals.

METROS & LARGE CITIES: Bombay, Delhi, Kolkata, Chennai, Pune, Bangalore, Hyderabad and Ahmedabad. VIJAYVADA

with effect from 1st August 2016

Approved by

Annexure to Travel Policy:

Further to Travel Rule approved and adopted with effect from 01st Aug 2016. Apart from the existing "A" Class Cities like, Bombay, Delhi, Kolkata, Chennai, Pune, Bangalore, Hyderabad, Ahmedabad and Vijayavada. The following cities have been grouped from "B" Class to "A" Class Cities. All other Cities remain as "B" Class Cities like Ballary, Hospet, Hubli, Raichur, Dharwad etc.,

Existing "A" Class Cities are as under:

1. Bombay
2. Delhi
3. Calcutta
4. Chennai
5. Pune
6. Bangalore
7. Hyderabad
8. Ahmedabad
9. Vijayawada

Additions to "A" Class Cities are as under:

10. Jaipur
11. Indore
12. Bhopal
13. Lucknow
14. Kanpur
15. Patna
16. Dehradun
17. Guwahati,
18. Raipur
19. Bhubaneswar
20. Mangalore
21. Chandigarh
22. Varanasi
23. Ajmer
24. Jabalpur
25. Cochin
26. Trivandrum
27. Goa
28. Ranchi
29. Jamshedpur


Approved by
Dr CN Narayana
Principal Director

13/6/02

*Discussed for approval
has been cleared by ASB & SS*

13/6/02

KIAMS TRAVELLING RULES

Objective

To make the travel and stay outside Harihar headquarters on official visits, comfortable commensurate with the business school environment and the need to avoid avoidable luxury. Not to use official travelling as a vehicle to generate private income. To reduce the areas of voucher verifications in support of routine but minimum expenses

Process: These rules are intended to achieve the above objectives.

1. These Travelling Rules are applicable to all employees of KIAMS of all levels and category and they shall come into force with effect from 15th June, 2002. With coming into force these rules, all existing rules covering the subject matter stand superceded.
2. In these rules Headquarters means HARIHAR Destination means any place where the employee is instructed to go on Institutes work or on an official visit Fare means Plane/Railway/Bus/Taxi fare and shall also include conveyance charges between.
 - Residence to Airport/Railway Station/Bus or Taxi stand or vice versa.
 - Air port/Railway Station/Bus or Taxi Stand to Camp place[e.g Hotel etc] or vice versa.
 - Sanctioning Authority means and includes Director and Dy. Director
- 3.1 An employee advised to go out of Headquarters on Institute's work should fill the prescribed Tour/Advance Form, duly approved by the Sanctioning Authority and submit to the Accounts Department, sufficiently in advance, preferably on the previous day.
- 3.2 The advance to be sanctioned shall, be appropriately a sum of :
 - a. Amount permissible for the total number of tour days according to table of allowances, fare etc, as given in these rules
 - b. 10% of the amount as per above sub rule a
 - c. Amount for purchase, if any, to be made on Institute's account
- 3.3 If an employee is suddenly required to go out on tour and has no time to take any advance from the Accounts Dept, he should, on his return, submit the account of his expenses etc. payable to him, duly sanctioned by the sanctioning authority, to the Accounts Dept.
- 3.4 If an employee is required to stay for a period longer than the period authorised in the tour advance form, then immediately on the date of his return, he should inform the extended period of his tour, in the prescribed form to the Accounts Dept after getting it approved from the sanctioning authority.
- 3.5 When the Railway/Air ticket is purchased by the Institute, the cost of the ticket should be shown in the column for fare provided in the form for travelling expenses account. Similarly the amount, if any, taken by an employee on tour from any other source for his expenses should be shown appropriately in the tour expense report form.
4. **Mode of Travel**

The mode of travel allowed is as under

 - a. Supervisory staff
 - b. Managers / research associates/Faculty
 - c. Dy. Director and Director

II class Railway or Bus [including luxury Bus]
I class Rly/II class AC/luxury bus
Economy class Air/I class RLY/II class AC/
Luxury bus/Car

- d. In case employees travel together in a car provided by the Institute, no separate expenses for travel by the car, train, bus or air will be allowed. If the car has been hired by one employee travelling in the same car can not claim travel fare. As a measure of economy, if two or more employees are travelling to the same destination, and if any one of them hires a car or the car is provided by the Institute for travelling, all such employees are expected to travel together. Institute's driver, driving such car will not be allowed any travel fare. He will be eligible to claim only the halting allowance.
 - e. While submitting the tour expense account, employees should either attach authenticated supporting voucher evidencing the class of travel undertaken or at least quote the ticket number. In case neither is attached or mentioned, the employee concerned shall be treated as having traveled by ordinary and lowest class ticket. In case of journey by plane the used ticket should be attached to the tour expense statement report.
 - f. As far as possible, every employee going on tour must travel by the shortest route. If he travels by a longer route, he will be entitled to those allowances and railway fare which he would have been entitled, had he traveled by the shortest route.
 - g. Normally, reservation once made should not be cancelled. If however, the employee is compelled to cancel the reservation on account of circumstances beyond his control, he should explain such circumstances to the Accounts dept in writing.
 - h. If the reservation is to be canceled, the employee shall minimise the loss to the Institute by claiming refund from concerned Authorities as early as possible.
 - i. Travel by car: Normally the employees are not expected to take out their own cars for travel outside their headquarters. If due to exigencies of the situation the employee is constrained to travel in his own car, the Institute will reimburse him at Rs. 3/- per kilometer of travel including for local travel at the destination. In case a driver is hired for the purpose, a lump-sum of Rs. 150/- per day will be reimbursed upon production of supporting voucher. Travel by car should have the prior sanction and authorisation by the Director or the Dy. Director as the case may be.
 - j. In case the employee uses his own personal car for travel as is referred to herein above, or in case the Institute provides a car for travel and also transportation and lodging at the destination, a fixed allowance as mentioned in the Annexure will be allowed and no other expense claims will be allowed.
- 5.1 The daily allowances payable to an employee going on tour and the limits of expense that will be allowed for boarding lodging and local travel shall be according to the rates given in the Annexure. For the purpose of these rules the cities are classified in four categories as under.
- A class: Bombay Delhi, Kolkatta and Chennai
 - B class: Ahemedabad, Bangalore, Hyderabad, Pune and any other metropolitan city
 - C class: All other State Capital cities not included in A or B class cities.
 - D class: All other notified muncipal cities
- 5.2 For the purpose of calculating travelling allowance, a day shall begin from the time the employee leaves the headquarters and end at midnight hours. Therefore the next day for allowance starts at 01 hours. Full day allowance is permissible only if the employee stays at the destination over night. If he is required to halt for short time at a place for want of connecting train or plane or bus, he is not eligible for such allowance. He will be regarded as on transit and as such is entitled to claim the applicable transit allowance. Once the employee reaches the destination, he ceases to be a transit passenger and he can claim the regular allowance applicable to the destination city. If the travel time both to and fro is completed in the same day (from 01 hrs to 24 hrs) and it does not involve stay at

the destination, 50% of the applicable (b) allowance can be claimed and no other allowance will be allowed (including transit allowance)

- 5.3 Only the scheduled Bus /Railway/Plane timings will be normally taken into consideration while calculating the allowances
- 5.4 If an employee visits two or more places on a single day, and allowances to those places vary, then, the employee can claim allowance for the city which has a higher allowance.
- 5.5 Stay at 5 star or luxury Hotels are not permitted without prior written sanction from the sanctioning authority.
- 5.6 Travelling allowance has two components:
a. Lodging and
b. Boarding, local conveyance and other out of pocket/miscellaneous expenses.
Lodging component will be allowed at actual, subject to the prescribed limits, only upon production of receipts. If no hotel receipt is produced, he will be eligible to claim 50% of the (a) allowance. He will however be allowed to claim full (b) allowance without production of any vouchers. For claiming full (b) allowance, the employee must have stayed at the destination for more than 12 hours. Otherwise he can claim 50% of (b) allowance.
- 5.7 Normally, employees are expected to spend within the allowance during the tour. However, in case the actual expense exceeds the limits specified, sanctioning authority should thoroughly scrutinise such claims and on recording reasons for excess, may sanction the excess amount on merits.
- 5.8 In case the journey time itself from the time of departure from headquarters till reaching the destination is more than 24 hours, for every completed 24 hours, the employee so travelling will be allowed an allowance during transit as mentioned in the annexure, to defray the expenses during travelling such as food, refreshments, reading material, hamali etc. For short distance journey time of less than 7 hours, 50% of the transit allowance will be allowed
- 5.9 In case the tour is to be at actual, it must have the approval of the sanctioning authority in the prescribed form, prior to the commencement of the tour and all expenses above Rs. 100/- should be normally supported by appropriate vouchers. In case where vouchers are not available as in the case of petty shop purchases like mineral water, news paper, magazine, boot polish, hamals, short local travels in auto rickshaw/taxi, etc., a statement by the employee detailing the items of expense should be submitted along with the tour report/accounts settlement form.

General

- 6.1 official Postage telegram telephone, e-mail, fax and such other communication expenses, if any, relating to the Institute's work incurred while on tour, will be paid, provided original vouchers or a certified date wise statement of the expenses as may be applicable, is submitted along with the expenses sheet
- 6.2 If any employee, while on tour gets any amount towards boarding and lodging or conveyance charges, the employee shall account for the same in the account rendered by him to the Institute
- 6.3 If an employee while on tour makes any purchases on behalf of the Institute, the purchased articles must be given to the department concerned and relevant vouchers duly receipted by the departmental head receiving the article or a copy of store memo should be submitted to the accounts department along with the account of travelling expenses
- 6.4 If an employee is promoted to a higher category with retrospective effect, he is not entitled to claim difference between the allowance already paid and the allowance payable by virtue of promotion. The travel expenses shall be calculated only as per allowance applicable to his category when he

proceeds on tour and no cognizance in the change in the allowance due to promotion shall be taken into account.

- 6.5 Reimbursement of medical expenses while on tour will not be allowed as a matter of right. But deserving cases may be paid on merits by obtaining sanction of the sanctioning authority.
- 6.6 If during travel, an employee is required to entertain a guest in connection with Institute's business, he shall be paid aggregate amount of all vouchers provided, the receipted bills are submitted to the institute and the name of the guest is furnished, duly approved by the sanctioning authority.
- 6.7 Every employee on his return to headquarters MUST submit within 5 days an account of his expenses in the prescribed form duly approved by the sanctioning authority, to the accounts department. The amount of unsettled advances will be recovered from the salary. No further advance will be paid till the earlier advance is settled.
- 6.8 No person, while on tour, should accept, on behalf of the Institute, any amount from any person, firm or company unless otherwise authorised in writing by the sanctioning authority.
- 6.9 In case where, accounts department observes certain unusual or unreasonable claims in the travelling expense sheet, the same should be brought to the notice of the employee concerned for rectification. If not so rectified, the same should be brought to the notice of the Sanctioning Authority.
- 6.10 While rendering the travel expense account, the employee must indicate in the form itself at the appropriate place, the allocation of the expense incurred into classified activities which he has attended during the tour. He can even bifurcate and apportion the expenses according to the allocation of his time devoted for each activity, during the tour.
- 7 These travelling Rules shall not apply in following cases -
 - 7.1 When an employee is transferred from one place to another
 - 7.2 Tours for medical treatment
 - 7.3 Tours for foreign countries excluding inland journey.
 - 7.4 Tours in connection with sports activities
 - 7.5 Tours in connection with training course arranged by the Institute.
 - 7.6 Tours in respect of which special rules may be prescribed.
 - 7.7 Visiting Faculty or Guests
- 8 In case of any doubt or difficulty, the matter should be referred to the Dy. Director for decision.
- 9 The Institute reserves the right to amend, alter, modify or cancel any or all of the above rules without prior notice.

Harihar
14 June 2002

Cleared by keek & ss


DIRECTOR
KIAMS

13/6/02

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7 December 2006

To: The Director, all faculty members & staff

This has reference to the traveling allowances revised with effect from 1st December 2006.

A revised schedule is enclosed for your information.

~~Shankar~~
Air Cmde Krishna Shankar
Dy. Director

RUV
JN
RNV
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MM ON
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KAR

BAJ
NPP
VK
GKK
GY
Rajesh
Rudh
Veena
Raj

Kirkoskar Institute of Advanced Management Studies, Harihar

AM:3:ure to Travel
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Employee Grade	A Grade Class City		B Grade Class City		C Grade Class City		Allowance during Transit		Fixed allowance when lodging, boarding and local transport are arranged by the Institute		
	Hotel/Lodging Bill upto	Boarding & other out of pocket expns allowance	Hotel/Lodging Bill upto	Boarding & other out of pocket expns allowance	Hotel/Lodging Bill upto	Boarding & other out of pocket expns allowance	Upto 12 Hours	More than 12 Hours	A Grade City	B Grade City	C Grade City
1. SUPERVISORY											
Supported by invoices	700	360	475	300	405	240	100	150	200	150	100
Under own arrangement (no invoices)	250	*	175	*	150	*					
2. MANAGER AND RESEARCH ASSOCIATE											
Supported by invoices	1000	600	675	360	540	300	100	150	250	200	150
Under own arrangement (no invoices)	375	*	250	*	200	*					
3. FACULTY AND SENY. DIRECTOR											
Supported by invoices	1500	600	1080	480	675	420	100	150	300	250	200
Under own arrangement (no invoices)	500	*	400	*	250	*					
4. DIRECTOR											
Supported by invoices	Actuals	900	Actuals	600	Actuals	420	100	150	350	300	250
Under own arrangement (no invoices)	500	*	500	*	375	*					

Travel by own car, the Institute will reimburse @ Rs. 6/- per kilometer. Prior permission of Director/ Deputy Director needed to travel by own car.

Lodging will be paid on actual basis subject to production of bills i.e. actuals or allowances admissible, whichever is less.

If no bills are produced, i.e. own arrangement, then the indicated amount under relevant city and employee category will be paid.

Boarding and other out of pocket expense will be paid on actual basis subject to production of bills i.e. actuals or allowances admissible, whichever is less.

* If no bills are produced, i.e. own arrangement, then 50% of the eligible amount will be paid.

For claiming full boarding allowance, the employee should have stayed at the destination for more than 12 hours. Otherwise s/he can claim 50% of the amount.

Local Conveyance can be claimed at actuals.

A Class: Bombay, Delhi, Kolkatta, Chennai, Pune, Bangalore, Hyderabad and Ahmedabad
 B Class: State Capital Cities
 All other cities not included in A or B class cities

C. Local Conveyance at actuals

The star mark is for lodging only
NP chavda