

MEMORANDUM

Subject : **REVISED TRAVEL POLICY FOR CEPT UNIVERSITY**

Date : 08 MAY 2019

To : Full time Adjunct and Part time / hourly basis staff members

From : REGISTRAR

1. GENERAL GUIDELINES

- 1.1 The Travel Policy for CEPT University shall apply to all staff members travelling on official University business.
- 1.2 Please note that the below mentioned rates are for your reference and are maximum allowable rates. Payments will be done on the actual bill or the allowable rates, whichever is less.
- 1.3 Domestic, International and Local travel reservations by all modes of transport and accommodation will be done through CEPT Travel Desk after receiving approved travel details approved by Dean of Faculty and/or Head of respective Office.
- 1.4 Staff members are eligible to use any third party travel agents / online portals for booking travel so long as the rates quoted through the same or are lower than corresponding rates provided by CEPT Travel Desk. In case a faculty member is booking on his/her own through any third party travel agent, the quotes will be verified based on minimum rates available for the same travel. This information will be verified and approved by the CEPT Finance department before making the eligible payments to third party or making any reimbursement to staff. This process will take minimum 10 days to clear the bill, after submitted in prescribed format.
- 1.5 For eligibility for DA, number of days will include the days of travel. A day is considered if minimum 6 hours are spent on that day towards travel. Travel is counted from the time of departure or until time of arrival.
- 1.6 For international travel based courses in Summer Winter School, the local travel expenses within India for airport/ Railway pick-up/ drop off charges will be as per the below mentioned norms for Domestic travel (refer #2.4).
- 1.7 CEPT's travel norms will be superseded in case of travel and related expenses are borne by non-CEPT organizations. This includes direct billing or reimbursements.
- 1.8 In cases of group travelling with varied eligibility of staff members, higher category rates may be applied for all group member on prior request.
- 1.9 Request for travel advance shall be made in writing to the Finance Team at least 10 days prior to date of travel. Travel advance (including DA, budgeted local travel etc.) shall be given via cheque or international cash card latest 48 hours before departure.
- 1.10 Wherever approvals are necessary for deviation from norms / budget, faculty / staff members shall seek approval from Dean / Head of office. Deans and Heads of offices shall seek approval from Academic Director / Registrar respectively. All approvals to be sought prior to initiating travel.

2. DOMESTIC TRAVEL NORMS

2.1. Mode of Travel

	Category A	Category B	Category C
Particulars	Professor/Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager	Academic Associate/ Teaching Assistant / Officer / Technician
Air travel	Economy	Economy	Economy (if train travel not available / more than 16 hours of travel)
Rail travel	1st class AC if available, / 2 tier	2 tier AC coach	2 tier AC coach
Surface travel	A/C Car	A/C Car	A/C Car

Rules & Documents required:

1. Train journey shall be preferred option for all where trains are available and travel time is up to 16 hours. Bus Journeys are also allowed in lieu of train journey where it is preferred by the individuals.
2. If train is not available or train journey is longer than 16 hours, then lowest rate economy airfare for shortest direct travel route will be preferred.
3. If the fare for requested route / mode is more than the maximum allowable amount (shortest route as defined CEPT Travel Desk) then the difference between the actual fare and the maximum allowable amount will have to be borne by the individual.
4. Up gradation of mode of travel by staff will be reviewed and considered on a case to case basis. This should be supported by explanation, justification and approval from Dean of Faculty and/or Head of respective Office. Justification by Dean or Head of office shall be approved by Academic Director or Registrar respectively.
5. Stamped boarding passes (both ways), proof of payment and Railway ticket + proof of payment / e-ticket / Taxi receipt with date of travel, total km or location to & from should be submitted by the staff.

2.2. Hotel

	Category A	Category B	Category C
	New Rate Effective from 08/05/2019**	New Rate Effective from 08/05/2019**	New Rate Effective from 08/05/2019**
Particulars	Professor/ Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager	Academic Associate/ Teaching Assistant / Officer / Technician
TIER 1 Cities*	8000/-	5000/-	4000/-
TIER 2 Cities*	5000/-	4000/-	3000/-
TIER 3 Cities*	4000/-	3000/-	2000/-

(* Annexure 1 for classification of Tier Cities)

** For Summer winter courses old rates will be considered (to accommodate budget based on this rates), Revised rates will be effective from winter-2019

Rules & Documents required:

1. The trip will qualify for hotel accommodation when the total travel requires for overnight stay outside Ahmedabad & Gandhinagar.
2. If expense is made without prior approval and the hotel tariff is more than the maximum allowable amount per staff then the difference between the hotel tariff and the maximum allowable amount will have to be borne by the individuals.
3. In circumstances where, staff members are sharing a room (when possible), i.e. on double occupancy basis, then the maximum allowable amount for per day Lodging/ Accommodation expenses will not be the sum of the limits of the two employees, but will be restricted to 1.3 times the maximum allowable amount of the higher limit.
4. Original hotel receipt with check in / checkout date in the name of the corresponding faculty member should be submitted.
5. If no hotel is used for overnight stay, and instead the person is staying with friends / relatives, Rs. 500 per night shall be paid to the individual

2.3 Daily Allowance (DA)

	Category A	Category B	Category C
Particulars	Professor/Associate Professor / Director of Service / Head of	Assistant Professor / Senior Academic Associate / Coordinator /	Academic Associate/ Teaching Assistant / Officer / Technician
TIER 1 Cities*	1500/-	1200/-	1000/-
TIER 2 Cities*	1200/-	1000/-	800/-
TIER 3 Cities*	1000/-	800/-	700/-

(* Annexure 1 for classification of Tier Cities- Page 6)

Rules & Documents required:

1. Daily Allowance is provided to all employees for travel outside of home base (Ahmedabad) for approved official visits, travel related to teaching, approved conference visits & any other approved travel.
2. Daily allowance compensates all expenses an staff may make on a daily basis on account of being outside his/her home base. This includes food, official communications, incidentals & other expense. Internet communication bills will be reimbursed as actuals.
3. Local travel is not included in the Daily Allowance, it will be paid on actuals.
4. DA will be given where overnight stay is required. 50% of eligible DA shall be disbursed in advance. Remainder shall be disbursed to the individual after verification of submitted bills/invoices by Finance Team. All disbursements will be by cheque in the name of staff member / individual authorized to travel.
5. 25% of the DA for field visit more than 6 hours duration in Ahmedabad / Gandhinagar area but away from CEPT Campus.

2.4. Local Travel

	Category A	Category B	Category C
Particulars	Professor/Associate Professor / Director of Service / Head of	Assistant Professor / Senior Academic Associate / Coordinator /	Academic Associate/ Teaching Assistant / Officer / Technician
TIER 1 Cities	1200/-	1000/-	800/-
TIER 2 Cities	1000/-	800/-	600/-
TIER 3 Cities	800/-	600/-	500/-

(Refer Annexure 1 for classification of Tier Cities- Page 6)

Rules/regulations & Documents required

1. Expenses for Local (within city) travel shall be compensated on actuals subject to above maximum and after submission of appropriate receipts or self-declaration where receipts are not provided (e.g. auto rickshaws). Exceptions should be approved by Dean of Faculty and/or respective Office.
2. The above maximum allowable amount is for local travel other than Ahmedabad / Gandhinagar area.
3. For local Ahmedabad / Gandhinagar travel, taxi to be arranged by CEPT Travel Desk. Exceptions should be approved by Dean of Faculty and/or Head of respective Office. Whenever possible, a shared vehicle is to be used. In such cases, the maximum allowable amount for their use is same as that for a single employee for a standard vehicle.
4. For personal car use, Rs. 7 per km will be reimbursed with details of trip submitted. Self-declaration shall include details such as date of travel, location to & from, km and purpose. This per km rate shall be revised by finance team from time to time (minimum once in six months) as per fuel cost variations.
5. Receipt in the name of faculty member will be required for taxi or hired vehicle mentioning the Date of travel, km travelled and the location.
6. If travelled by Rickshaw, please mention Date of travel, km travelled and the location (to and from).
7. The above includes any pickup / drop from Airport and/or Railway Station.

3. INTERNATIONAL TRAVEL NORMS

3.1. Mode of International Travel

	Category A, B & C
Particulars	Professor/Associate Professor/ Assistant Professor /Senior Academic Associate / Director of Service / Head of Office / Coordinator / Manager / Officer / Technician
Air	Economy
Rail	Standard / Economy
Surface	A/C Car (where it is more economical than air / rail)

Rules/regulations & Documents required

1. Lowest economy airfare for shortest direct travel route will be preferred. Bus / Train journeys are also allowed where they are preferred by the individual.
2. If the fare for requested route / mode is more than the maximum allowable amount then the difference between the actual fare and the maximum allowable amount will have to be borne by the individual employee.
3. Up-gradation of mode of travel by employees will be reviewed on a case to case basis and only in special situations with adequate justification and approval of Dean of Faculty and/or respective Office.
4. Boarding passes + proof of payment / Railway ticket + proof of payment / e-ticket / Taxi receipt with date of travel; total km or location to & from should be submitted by the faculty.

3.2. Hotel

	Category A	Category B & C
	New Rate Effective from 08/05/2019**	New Rate Effective from 08/05/2019**
Particulars	Professor/ Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager Officer / Technician
Category 1 Countries*	150\$	130\$
Category 2 Countries*	130\$	100\$
Category 3 Countries*	100\$	80\$

(* Annexure 2 for classification of countries – Page 7-8)

** For Summer winter courses old rates will be considered (to accommodate budget based on this rates), Revised rates will be effective from winter-2019

Rules/regulations & Documents required

1. The trip will qualify for hotel stay when the total travel required for overnight stay outside India. Prior approval of Dean and Summer Winter School Coordinator is mandatory if the cost of stay will exceed beyond maximum permissible.
2. If expense is made without prior approval and the hotel tariff is more than the maximum allowable amount per employee then the difference between the hotel tariff and the maximum allowable amount will have to be borne by the individual employee.
3. When two employees are sharing a room (when possible), i.e. on double occupancy basis, then the maximum allowable amount for per day Lodging/ Accommodation expenses will not be the sum of the limits of the two employees, but will be restricted to 1.3 times the maximum allowable amount of the higher limit.
4. Original hotel receipt with check in / checkout date in the name of the corresponding employee should be submitted.

3.3. Daily Allowance (DA)

	Category A	Category B & C
Particulars	Professor/Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager / Officer / Technician
Category 1 Countries	60\$ USD	60\$ USD
Category 2 Countries	60\$ USD	50\$ USD
Category 3 Countries	50\$ USD	40\$ USD

(Annexure 2 for classification of countries- Page 7-8)

Rules /regulations & Documents required

1. Daily Allowance is provided to all employees for travel outside of home base (India) for approved official visits, travel related to teaching, approved conference visits & any other approved travel.
2. Daily allowance compensates all expenses an employee may make on a daily basis on account of being outside his/her home base. This includes food, communications, incidentals & other personal expense. Internet expenses, if any, may be invoiced at actuals subject to prior budgeting and approval.

3.4. Local travel

1. Local travel will be paid as per actuals. Public transport is preferred means of transport wherever possible. Individuals are expected to use good judgment to minimize expenses.

4. TRAVEL POLICY FOR SUMMER WINTER SCHOOL

1. For faculty members &/or staff travelling for Summer Winter School, the coordinator of Summer Winter School at CEPT will need to approve all travel related expenses.
2. If you are offering a course involving travel at Summer or Winter School at CEPT, to preserve the interests of CEPT University you may be requested by the Head of Summer Winter School to review travel arrangements.
3. No travel booking shall be done for any Summer Winter School program without approval from the Head of Summer Winter School.

Annexure 1: Classification of Indian Cities

States/ Union territories	Cities as Tier – 1	Cities as Tier –2
Andaman & Nicobar Islands	-	-
Andhra Pradesh / Telangana	Hyderabad	Vijayawada, Warangal, Greater Vishapatnam, Guntur, Nellore
Arunachal Pradesh	-	-
Assam	-	Guwahati
Bihar	-	Patna
Chandigarh	-	Chandigarh
Chhattisgarh	-	Durg-Bhilai Nagar, Raipur
Dadra & Nagar Haveli	-	-
Daman & Diu	-	-
Delhi	Delhi	-
Goa	-	-
Gujarat	Ahmedabad	Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat
Haryana	-	Faridabad, Gurgaon
Jammu and Kashmir	-	Srinagar, Jammu
Jharkhand	-	Jamshedpur, Dhanbad, Ranchi, Bokaro Steel
Karnataka	Bengaluru	Belgaum, Hubli- Dharwad, Mangalore, Mysore, Gulbarga
Kerala	-	Kozhikode, Kochi, Thiruvananthpuram, Thrissur, Malappuram, Kannur, Kollam
Lakshadweep	-	-
Madhya Pradesh	-	Gwalior, Indore, Bhopal, Jabalpur, Ujjain
Maharashtra	Greater Mumbai, Pune	Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar, Malegaon, Nanded-Waghala, Sangli
Manipur	-	-
Meghalaya	-	-
Mizoram	-	-
Nagaland	-	-
Odisha	-	Cuttack, Bhubaneswar, Raurkela
Puducherry	-	Puducherry
Punjab	-	Amritsar, Jalandhar, Ludhina
Rajasthan	-	Bikaner, Jaipur, Jodhpur, Kota, Ajmer
Sikkim	-	-
Tamil Nadu	Chennai	Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode
Uttar Pradesh	-	Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Firozabad, Jhansi
Uttarakhand	-	Dehradun
West Bengal	Kolkata	Asansol, Siliguri, Durgapur

Please note: Those cities not falling under Tier- 1and Tier- 2 categories will be covered under Tier-3.

Annexure 2 : Classification of Countries

Category-1		
Andorra	French Polynesia	Norway
Antigua and Barbuda	Germany	Oman
Aruba	Greece	Poland
Australia	Greenland	Portugal
Austria	Guam	Puerto Rico
Bahamas, The	Hong Kong SAR, China	Qatar
Bahrain	Iceland	Russian Federation
Barbados	Ireland	San Marino
Belgium	Isle of Man	Saudi Arabia
Bermuda	Israel	Singapore
Brunei Darussalam	Italy	Sint Maarten
Canada	Japan	Slovak Republic
Cayman Islands	Korea, Rep.	Slovenia
Channel Islands	Kuwait	Spain
Chile	Latvia	St. Kitts and Nevis
Croatia	Liechtenstein	St. Martin
Curaçao	Lithuania	Sweden
Cyprus	Luxembourg	Switzerland
Czech Republic	Macao SAR, China	Trinidad and Tobago
Denmark	Malta	Turks and Caicos Islands
Estonia	Monaco	United Arab Emirates
Equatorial Guinea	Netherlands	United Kingdom
Faeroe Islands	New Caledonia	United States
Finland	New Zealand	Uruguay
France	Northern Mariana Islands	Virgin Islands (U.S.)
Australia	Greece	Poland
Austria	Iceland	Portugal
Belgium	Ireland	Slovak Republic
Canada	Italy	Slovenia
Chile	Israel	Spain
Czech Republic	Japan	Sweden
Denmark	Korea, Rep.	Switzerland
Estonia	Luxembourg	United Kingdom
Finland	Netherlands	United States of America
France	New Zealand	Norway
Germany		
Category-2		
Armenia	Kiribati	São Tomé and Príncipe
Bhutan	Kosovo	Senegal
Bolivia	Kyrgyz Republic	Solomon Islands
Cameroon	Lao PDR	South Sudan
Cabo Verde	Lesotho	Sri Lanka
Congo, Rep.	Mauritania	Sudan
Côte d'Ivoire	Micronesia, Fed. Sts.	Swaziland
Djibouti	Moldova	Syrian Arab Republic
Egypt, Arab Rep.	Mongolia	Timor-Leste
El Salvador	Morocco	Ukraine
Georgia	Nicaragua	Uzbekistan
Ghana	Nigeria	Vanuatu

Guatemala	Pakistan	Vietnam
Guyana	Papua New Guinea	West Bank and Gaza
Honduras	Paraguay	Yemen, Rep.
Indonesia	Philippines	Zambia
India	Samoa	Palau
Angola	Fiji	Panama
Albania	Gabon	Peru
Algeria	Grenada	Romania
American Samoa	Hungary	Serbia
Argentina	Iran, Islamic Rep.	Seychelles
Azerbaijan	Iraq	South Africa
Belarus	Jamaica	St. Lucia
Belize	Jordan	St. Vincent and the Grenadines
Bosnia and Herzegovina	Kazakhstan	Suriname
Botswana	Lebanon	Thailand
Brazil	Libya	Tonga
Bulgaria	Macedonia, FYR	Tunisia
China	Malaysia	Turkey
Colombia	Maldives	Turkmenistan
Costa Rica	Marshall Islands	Tuvalu
Cuba	Mauritius	Venezuela, RB
Dominica	Mexico	
Dominican Republic	Montenegro	
Ecuador	Namibia	
Category-3		
Afghanistan	Gambia, The	Nepal
Bangladesh	Guinea	Niger
Benin	Guinea-Bissau	Rwanda
Burkina Faso	Haiti	Sierra Leone
Burundi	Kenya	Somalia
Cambodia	Korea, Dem Rep.	Tajikistan
Central African Republic	Liberia	Tanzania
Chad	Madagascar	Togo
Comoros	Malawi	Uganda
Congo, Dem. Rep	Mali	Zimbabwe
Eritrea	Mozambique	Ethiopia
Myanmar		