

## **MUSALIAR COLLEGE OF ENGINEERING & TECHNOLOGY**

### **TRAVEL POLICY**

#### **General Rules.**

1. Reimbursement of Expenses in connection with traveling and claiming Daily Allowances (DA) and related expenses are allowed only if such traveling is made for official purpose. The traveling must have a prior approval by the Principal/Dean/HoD. Some of the travels for official purposes are as below: -

- (a) To carry out any official duty which is assigned by College like visiting University, AICTE, UGC and meeting Industry representatives.
- (b) To visit other colleges, institutions and companies as a representative of College.
- (c) To escort students in connection with competitions, industrial visits etc.
- (d) To attend Conferences, Seminars, Faculty Development Programs etc. which are approved by the Institution.
- (e) To conduct FDP, MDP and Consultancy services.
- (f) Any other traveling which are required for fulfilling an official activity.

#### **Staff Category for travel purpose.**

2. For computation purpose, Staff Members are classified into four categories: -

- (a) Category A: Principal, Director, Dean, HoD.
- (b) Category B: Professor, Associate Professor.
- (c) Category C: Associate Professor (Non cadre), Assistant Professor, Administrative Officer, Accounts Officer and equivalent status staff.
- (d) Category D: Lab Staff, Non-teaching staff.
- (e) Category E: Students

#### **Traveling Expenses & Daily Expenses**

3. TA and DA can be claimed up to the amount mentioned in the given table. Daily Allowance (DA) is for meeting incidental expenses like food and refreshments and can be claimed during traveling time also. There will not be any other reimbursements on the above expenses other than the

fixed amount. The concerned staff must settle all accounts within one week of reporting to College after official duty.

SI No	Category	Traveling Allowance (maximum permissible limit)	Daily Allowance (Rs. Per day)	
			A&B Class City	Other cities
1	A	1 <sup>st</sup> Class/ 2 <sup>nd</sup> AC / Economy Flight	Rs. 400	Rs. 300
2	B	3 rd AC	Rs. 350	Rs. 300
3	C	3 rd AC	Rs. 300	Rs. 250
4	D	Second Class sleeper charge	Rs. 300	Rs. 250
5	E	Second Class sleeper charge	Rs. 200	Rs. 200

**Note:** In the absence of rail connectivity, TA admissible is 'Actual Bus fare/RMA as per Kerala Govt' on production of documents.

A Class Cities: New Delhi, Mumbai, Calcutta, Bangalore, Chennai and Hyderabad

B Class cities: All State Capitals (which are not included in A class) and corporations

C Class cities: Places which do not belong to A class and B class cities.

**Notes:**

- (a) Air Travel is allowed if Journey time is more than 24 hours with the prior approval of MET.
  - (b) An employee is free to travel in higher class but maximum reimbursement is up to the stated entitled amount only.
  - (c) Actual travelling bills must be submitted for claiming the amount.
  - (d) If lodging is required at outstation.
4. In case of attending Conferences, Seminars, Faculty Development Programs etc. actual amount incurred for lodging, 50% of sanctioned amount may be reimbursed at the discretion of Management subject to prior approval. The detailed statement supported by original voucher/bills is to be approved by the Head of the Institution for effecting payment.
5. No TA or DA is allowed: -
- (a) If journey was for purely personal benefits.
  - (b) For activities like attending university valuation not assigned by institution, offering guest lecture, meeting research guide etc on personal capacity.
  - (c) If TA or DA or accommodation is provided by the organizers.

### **Lodging Allowance**

6. Lodging Allowance is for meeting accommodation expenses and prior approval of MET to be obtained. Maximum eligible amounts are at the discretion of MET.

Sl No	Category	Lodging Allowance per day (Rupees)		
		A Class Cities	B Class Cities	C Class Cities
1	A	3000	2000	1500
2	B	2000	1500	1000
3	C	1500	1000	800
4	D	1000	800	600
5	E	800	700	500

### **International Traveling**

7. If international traveling is for an assigned official duty, the institute will bear all traveling expenses and reimburse all incidental expenses which are required for an international trip. International journey expenses will be treated separately and prior specific approval is to be obtained from Management. If the journey is for attending a conference or seminar or FDP, only half of the actual fare may be allowed provided the Institute is satisfied with the quality of program, quality of the paper and reputation of the organizer. Faculty is free and encouraged to approach funding agencies like AICTE and UGC for financing fully or partly his international journey.