

# TRAVELING (ENTITLMENT & REIMBURSEMENT) POLICY

Marwadi  
Education Foundation  
Group of Institutions  
Global Learning Platform

# Marwadi Education Foundation's Group of Institutions

## TOUR ALLOWANCES

Nature of Facilities	Jr Assistants	Officers	Managers/ Assistant Professors/ Jt. Registrar	AVP/Dy. Deans/ Associate Professors/ Professors/ Registrar	Exe. Registrar / Deans/ Jt. VP/ VP	Director/ Top Executives
----------------------	---------------	----------	---	---	---------------------------------------	-----------------------------

### Official Tours (Bill Required)

Mode of Travel	Train (II Sleeper) / Bus (Non AC)	Train (II Sleeper) / Bus (AC)	Train (III tier AC) / Bus (AC)	Train (II tier AC) / Bus (AC)	Train (II tier AC) / Bus (AC)/ Air (Economy) or AC 1 <sup>st</sup> Class train (If necessary)	Train (II tier AC) / Bus (AC)/ Air (Economy) or AC 1 <sup>st</sup> Class train (If necessary)
Lodging (non-metros) per day	600	800	1000	1500	2500	3000
Lodging (Metros) per day	900	1200	1500	2200	4000	5000
Food Expenses per day	Actual Max-300	Actual Max-400	Actual Max-500	Actual Max-750	Actual Max-1500	Actual
Local Conveyance	Actual (Auto)	Actual (Auto)	Actual (Auto)	Actual (Auto)	Actual (Auto/Taxi)	Actual
Miscellaneous expenses**	Actual	Actual	Actual	Actual	Actual	Actual

\*\* Denotes, expense would be subject to approval by the concerned HOD recommending the bills.

# Marwadi Education Foundation's Group of Institutions

## Norms for Tours and Traveling

In view of Management's decision to engage services of TIPO – representative staff at Big Centers like, Ahmedabad, Vadodara, Pune and Bangalore as also necessity of Rajkot based TIPO/other officials to visit out station centers for all official works/calls/visits to recruiters & others, AND also to prescribe entitlement of other staff / faculties / Executives visiting out of station for various purposes, the Top Management has considered the issue in its totality and with a view to have transparent and well informed policy for such officials, following matters are approved and to be made effective from 1<sup>st</sup> February, 2014.

### Salient provisions

- The claimant will be required to submit bills while claiming actual, within the ceiling prescribed. If the claimant is not in a position to submit bill for food expenses, he will be eligible to claim maximum 50% of actual ceiling amount on declaration basis. In the case of VP, it would be at discretions of Chairman to deal with such instances.
- Metro for the purpose of entitlements would be Delhi, Mumbai, Bangalore, Chennai, Kolkata, Hyderabad and Pune.
- **In case of Junior and Senior travelling together, their entitlements will be as applicable to the respective cadres and as stated in this policy. However Top Management would have discretion to permit, whether junior should be entitled to have same lodging/ boarding entitlement for which prior permission should be obtained with cogent reasons.**
- Ideally all tours by TIPO staff are to be pre-approved by VP and VP should keep Chairman sir in loop for tour programs.
- Employees based at Ahmedabad/Vadodara will be eligible for a conveyance allowance of Rs. 3000 per month and for such employees in Pune/Bangalore, he/she will be eligible for a conveyance allowance of Rs. 4500 per month, for visiting the units in radius of 50 KM and in such cases there is no eligibility for lodging / boarding expenses.

## **Marwadi Education Foundation's Group of Institutions**

- Conveyance expenses are claimable when an employee visits out of station, beyond the corporation limit, except outstation marketing staff as stated above, governed by said provision.
- Misc expenses are cost to be incurred on stamps, Xerox, printing / stationery etc and claimable on the basis of bills thereof. However, the sanctioning authority has discretion to consider claims for which no bill is available, if satisfied with reason / amount.
- In addition to above, TIPO staff based at Ahmedabad / Vadodara / Pune / Bangalore / other centers, would be provided with CUG card from MEFGI to help him/her inter-act with us free of charge / as per contract term with service provider and MEFGI will bear the basic rent. The ceiling of reimbursement of expenses for out side calls, would be decided on post generation of two bills and analysis of the same by TIPO.
- An official call avail, 90% of expected expenses as advance against his/her tour expense and final bill will be submitted duly sanctioned / recommended by the concerned Head / Dean or as applicable and un spent advance amount, if any, must be deposited within 3 days from return of tour.
- All bills / declaration will be certified by HOD as to its reasonability aspect with reference to purpose of visit and other details.

**This modified policy comes into immediate effect i.e.from 22/05/2014**

**Dated 22<sup>nd</sup> May, 2014**

**MEFGI.**