



NIPS

Travel and Expense Policy

General Travel Policy:

It is the Institution's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized institution business.

Travel expenses must be properly documented and approved on a **Tour Budget Plan**. Approval must be obtained in advance from the appropriate authority as applicable. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of the institution. Further, it is the responsibility of the concerned authority to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

Employees are expected to spend the institution's money as carefully and judiciously as they would their own and report all expenses and advances promptly and accurately with required documentation.

Exceptions to this policy statement will be allowed with approval by the management authority so that additional cost is authorized.

The Management reserves the right to modify, cancel or amend any of these rules without prior notice.

Purpose:

The purpose of this policy is to:

- Describe the process for an employee to file and obtain travel expenses and reimbursement.
- Describe the types of expenditures that are reimbursable by the institution.
- Inform employees of their responsibilities to control travel budget and minimize cost.

Eligibility:

To qualify for business tour, claimants must be employed by the institution on the permanent payroll on a permanent basis or fixed term contract basis. The employee must not be serving notice period at the time of the travel.

Classification of cities

Classification	City
Tier 1	Ahmedabad, Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Pune

Tier 2	Agra, Ajmer, Aligarh, Allahabad, Amravati, Amritsar, Asansol, Aurangabad, Bareilly, Belgaum, Bhavnagar, Bhiwandi, Bhopal, Bhubaneswar, Bikaner, Bokaro Steel City, Chandigarh, Coimbatore, Cuttack, Dehradun, Dhanbad, Durg-Bhilai Nagar, Durgapur, Erode, Faridabad, Firozabad, Ghaziabad, Gorakhpur, Gulbarga, Guntur, Gurgaon, Guwahati, Gwalior, Hubli-Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Kannur, Kanpur, Kakinada, Kochi, Kottayam, Kolhapur, Kollam, Kota, Kozhikode, Kurnool, Lucknow, Ludhiana, Madurai, Malappuram, Malegaon, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nanded, Nashik, Nellore, Noida, Patna, Pondicherry, Raipur, Rajkot, Rajahmundry, Ranchi, Rourkela, Salem, Sangli, Siliguri, Solapur, Srinagar, Surat, Thiruvananthapuram, Palakkad, Thrissur, Tiruchirappalli, Tiruppur, Ujjain, Vijayapura, Vadodara, Varanasi, Vasai-Virar City, Vijayawada, Visakhapatnam, Warangal
Tier 3	All other cities in India

1) Rail

The executive staff and faculty members are eligible for AC 3 Tier coach for overnight journey to any city. In case of ticket unavailability in the required coach, depending on the need, arrangements can be done in AC 2 Tier coach with approval.

The executive staffs and faculty members are eligible for Non AC Chair Car only on Day Journey / Short Route tour. AC Chair Car can be availed in case of unavailability of ticket in Non AC coach.

The non executive staffs are eligible for sleeper coach for overnight journey to any city for other reasons.

2) Air Travel

Air travel is allowed as per necessity for management executives after approval. Top management executives traveling via air carrier must utilize Lowest Fare Routing (LFR) wherever possible or otherwise as demanded by the situation. Business and First Class travel is normally not allowed.

All travel reservations should be made as far as possible in advance to take advantage of available discounted airfares. The procedure for air ticket reservation will be same as rail ticket reservation.

Return any unused tickets or portions of tickets to the Institute in case of journey being cancelled, preponed or postponed. The tickets will then be returned to the travel agency for proper credit. Do not return any unused tickets directly to the airlines. Employees will be required to submit all company paid airfare receipts incurred while traveling. Used airline tickets should be attached to your expense report.

3) Car Rental

Car rentals are generally the most expensive mode of transportation and should only be used by the executive staffs and faculty members when the nature of the trip or the locations of the staff being visited is such that the use of local transportation (i.e. taxis or auto) is not practical or would be more expensive. A car can be rented through the institution's travel agent or any local car rental body. The rate should be fixed either hourly basis or kilometer wise before availing the same. The executive staffs and faculty member need to take prior approval for availing this facility.

Management executives are eligible to avail this facility for local travel purpose only.

All drivers must possess a valid driver's license which needs to be verified beforehand otherwise a car should not be rented.

Car specification and mileage should be fully documented as to date, starting location, ending location, persons visited, the business purpose, and the total hours spent.

4) Auto Rickshaw

The executive staffs and faculty members are advised to use an Auto Rickshaw for local travel purpose while outstation. A receipt, if available, for the fare charged must be obtained from the auto driver. The bill

should be fully documented as to date, starting location, ending location, persons visited, the business purpose, and the total hours spent.

5) Taxis

Taxis should be used when absolutely necessary and when other reasonable and less expensive forms of transportation are not available. When taxis are used, they should be shared to the maximum extent possible by staffs traveling together on Institution business. A bill for the fare charged must be obtained from the taxi driver.

6) Hotels

At the time the hotel reservations are made through the Institution's travel agent or by oneself, the best available rate with reasonable quality accommodations, at the most convenient location, will be obtained.

The executive staffs and faculty members are eligible to get hotel room rent up to Rs 1500/- for Tier 1, Rs 1200/- for Tier 2 and Rs 850/- for Tier 3 cities per day respectively.

The non executive staffs are eligible to get hotel room rent up to Rs 1200/- for Tier 1, Rs 1000/- for Tier 2, Rs 750 for Tier 3 cities per day respectively.

The management executive staffs are eligible to get hotel room rent up to Rs 3000/- for Tier 1, Rs 2000/- for Tier 2, Rs 1800/- for Tier 3 cities per day respectively.

7. Meals

The employee should normally select restaurants which are reasonably priced for the locality and which are consistent with normal living standards. Receipts must be attached for all meals purchase while on business.

The executive staffs, faculty members and non executive staffs are eligible to get Rs 500/- for Tier 1, Rs 400/- for Tier 2, Rs 400/- for Tier 3 cities per day as food allowance respectively. Consumption of tea or coffee should not be more than 3 times a day.

8. Cash Advances

A cash advance to the traveler either in bank account or at hand is done by the accounts department after submission of approved Tour Budget Plan. Advances will only be given to employees traveling for official purpose. All requests for Travel Advance must be approved and submitted to the Accounts Department at least 2 working days before the traveler's departure.

Any excess of advanced funds over expenses must be returned on the date of joining with the expense report to the Accounts Department. Any deficit of advanced funds over expenses will be reimbursed to the employee after submission of approved bill. No advance will be paid / made if any advance is due from the employee concerned.

9. Procedure

- ♦ Travel request with approval from the appropriate authority to be placed to the Accounts department.
- ♦ The employee is required to submit approved **Travel Budget** details for cash advance in the prescribed Form to the Accounts department.
- ♦ The Accounts department will make cash advance to the employee as per approved budget.
- ♦ All **travel tickets** (rail/flight) should be booked by **Accounts department** through an Institute appointed travel agent i.e. Mahabir Travels, View Travels, UN exchange etc.
- ♦ The concerned employee needs to collect the ticket from Accounts department or ticket can be sent to the concerned employee's email address or PNR number and other details can be sent to the employee via SMS depending upon the situation.

- ♦ The employee will submit expense claims (expense reports) to the Accounts department along with supporting bills on the next day of joining at the regular workplace.
- ♦ The Accounts department will examine the original expense bills for necessary action.
- ♦ The employee will repay unused fund or the Accounts department will reimburse extra amount in case of difference between tour budget and expense claim.

10. Miscellaneous

No amount will be reimbursed on this account unless it is approved by the reporting authority.

11. Day Stay

An employee is eligible to get day stay facility if he or she needs to stay or wait in a place for next/connecting train or flight for more than 4 hours. Guest house is preferred for day stay purpose. The charge for day stay according to the hours of stay has to be negotiated before availing the same. The executive staffs, faculty members and non executive staffs are eligible to get Rs 1000/- for Tier 1, Rs 800/- for Tier 2, Rs 600/- for Tier 3 cities respectively.

12. The following expenses are **not** reimbursable:

- ♦ Annual credit card fees
- ♦ In-room or in-flight movies
- ♦ Personal reading materials like books, magazines
- ♦ Airline, hotel and car rental club memberships
- ♦ Restaurant count club memberships
- ♦ Hotel tips
- ♦ Porter charges unless the luggage includes heavy belongings from institution.

Receipts (Proof of Payment)

The travelers are requested to submit the used tickets, receipts, bills or any other supporting of expense for all expenditures to the Accounts Department on the next day of joining at the regular workplace.

Approval

All Expense Reports must be approved by the employee's Reporting Authority. The Accounts Department will not make any unapproved expenses.

Compliance failure

If any staff fails to catch the train or flight for his own negligence or reluctance, he or she shall solely be responsible for arranging his/ her own ticket on his / her own expense. The institution shall not bear any extra expenditure on this ground. The institution shall grant the same on emergency cases like extended meeting time, long waiting in government offices etc with proper approval.

Suburb tour

Local and suburb area tours near Kolkata in West Bengal such as in Santiniketan, Kalyani, Baharpur, Burdwan, Kharagpur, Durgapur, Bandel etc.

Local and suburb area tours near Ranchi in Jharkhand such as Kanke, Arsande, Bokaro, Hazaribagh, Dhanbad, Jamshedpur, Giridih, Daltonganj, Palamu etc.

Local and suburb area tours near Bhubneswar in Orissa such as Cuttack, Puri, Konark, Jajpur, Balasore, Bhadrak, Berhampur, Talcher, Angul, Dhenkanal etc.

Tour to these places for official work does not come under the other major policy rules. Here bus, train and other means of suitable conveyance will be adopted. Accordingly the actual bus fare or train fare or by other means, whichever applicable, will be charged.

Compensatory Time off: Employees engaged in tour may be allowed suitable grace for coming late on the next day. Such employees have to make sure their presence in the office as mentioned below.

Travel Return Time

12:00-1:00 am (Night)
2:00-4:00 am
5:00-10:00am

Campus Entry Time

9:30 am
1:30 pm
2:30 pm

Employee's Responsibilities

- 1) To use good judgment when incurring expenses and consider less expensive alternatives to a trip.
- 2) To submit expense claims (expense reports) along with supporting bills on the next day of joining at the regular workplace. For rail/air journeys, ticket numbers must be indicated in the bill.
- 3) To obtain appropriate approval signatures, including exception approvals when required.
- 4) To use Institution's contracted travel agencies for all airfare, rail ticket booking, automobile rental, and lodging (wherever possible).
- 5) To travel by the shortest route. He may travel by any other convenient route if approved By the Appropriate Authority.
- 6) To adhere to meal guidelines as mentioned in the policy.
- 7) To when possible schedule travel minimum 7 days in advance.
- 8) To obtain pre-approval for travel and travel expenses on Tour Budget Plan.
- 9) To repay amounts due promptly to the Accounts department.
- 10) Exception approval is required if employee tour expense is not clearly in accordance with policy. Any of these conditions require exception approval:
 - a. Unusual expense
 - b. Expense could possibly appear to be inappropriate
 - c. Expense exceeds guidelines
 - d. Expense reports not submitted in a timely manner
 - e. Photocopy/inadequate/missing receipt
- 11) Receipts are required for reimbursements of all authorized expenses. The receipt must identify the name of establishment, date, actual amount incurred, description, and receipt of payment. Photocopies and missing receipts require exception approval.

Approver's Responsibilities

- 1) To ensure all expenses are reasonable, in support of business goals, and in accordance with Travel policy.
- 2) To approve and authorize the tour plan and Tour Budget Plan on time to facilitate the process.
- 3) To provide exception approval to employee where genuinely the expense is required or incurred.
- 4) Cost effective management of business expenses.

Account Department's Responsibilities

- 1) To coordinate with the travel agent for ticket booking, hotel booking, car rental etc for an employee wherever required.
- 2) To make advance payments to employees against authorized Tour Budget Plan.
- 3) To review expense reports for appropriate cost incurred, approving authority's signature and calculation accuracy.
- 4) To return all expense reports requiring additional substantiation.
- 5) To reimburse employees for authorized and approved expenses actually incurred over and above budget.

(CASH ADVANCE REQUEST FORM)

Employee name: _____

Designation: _____

Travel start date _____ Travel return date _____

Purpose of the trip: _____

Place to be visited: _____

Expense budget classifications:

Particulars	Travel - Tickets (including details of start and end points of travel) (A)	Accommodation (Hotel/ Guest House) (B)		Ground transportation (Car/ Taxi/ Auto rickshaw) (C)	Meal (D)	Day Stay (Hours) (E)
Day						
Total Tour Budget Amount						

Total Budget Proposed by employee (A+B+C+D+E):

Total Cash Advance Received from Accounts Department:

Remarks (if any):

Employee Signature

Approver Signature

Accounts Signature