

Domestic Travel Policy

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1. PREAMBLE

Travel policy is designed for LEAD faculties in order to encourage them to attend the programmes like FDPs, Seminars, Conferences, and Trainings etc. in other institutions.

2. APPLICABILITY

This policy is applicable for all the staff members for the institution.

3. OBJECTIVES

To provide guidance for the faculties of the institution at LEAD.

4. Domestic Travel Policy

Employees of LEAD are encouraged to participate for various programmes like FDPs, Seminars, Conferences, and Trainings etc. in other institutions. A balance is to be maintained between assigned responsibilities and personal development. Employees while on travel, shall uphold the values of LEAD and shall be guided by the objective of travel and conduct themselves in an ennobling manner. While on travel the employees are envoys of the organisation and hence should be conversant with the mission, vision, objectives, strategies and above all the particulars of the respective programme to which the travel is linked. They should adhere to the principles of time management and minimum comfort.

Travel plans of employees, for official purpose must be submitted to the Dean Academics/ Administrators for approval by Director.

Travel advances should be requested at least two working days in advance and can be taken from the office on the day before commencement of travel. All travel expenses shall be submitted and reconciled with the travel advances if any and further claims made within three days of completion of the assignment.

Employees of LEAD travelling for approved official programs are eligible for reimbursement of travelling expenses as per the following guidelines

1. The travel reimbursement that a staff can claim is as follows

SL/No	Category of employee	Eligible
1	Director	2 nd A/c or Business class Air fare
2	Professors and Associate Professor	2 nd A/c or Economy class Air fare
3	Assistant Professor	3 rd A/c
4	Other staff	Sleeper class train or Bus fare

limited to the sleeper class train fare or the bus fare or economy class for air travel to

2. Tickets may only be purchased from the official travel agents and normally through the administrative functionary of the office concerned. And it should be directly to the place of visit through the shortest way. Actual ticket bills are to be produced.
3. In the event the tour is cancelled / postponed for whatever reasons, the travelling staff should immediately make arrangements for tickets cancellation
4. Actual expenses incurred for Taxi to reach place of visit or training centres may be claimed
5. Claims for travel by taxi are subject to the approval of Administrator
6. Taxi/auto fare cannot be claimed if the travel is from house to office and vice-versa
7. Staff members are entitled to reimbursement of actual conveyance and food expenses during the course of travel for office purposes on production of bills in original
8. If the Staff chooses to make private visits along with official visits, no claim for such part of the visit will be honoured
9. All other claims related to travel will have to be sanctioned by the Administrator
10. Travel Expense Vouchers (TEV) shall be approved by the Accountant and the account shall be settled within five days of return or before commencing the next tour whichever is earlier. No new advance will be issued if a previous travel advance is still outstanding. Outstanding advances will be recovered from the employee's salary, after due notice has been given to them.
11. Lodging, Transport, Communication and other miscellaneous expenses in connection with office work are reimbursable on actuals, subject to the production of valid bills of expenditure, indicating the cause of expenditure.

Prepared & Issued by:	Approved by:
Mrs. Yasmin Samad, Administrator	Dr. Thomas George K., Director

