



MALWANCHAL UNIVERSITY, INDORE



TRAVEL POLICY

Issued date: 2023

Created by: HR Department

Approved by: Registrar



TRAVEL POLICY

Guidelines for Reimbursements

(A) For Teaching Staff - Guidelines Regarding Participation in Seminar/ Conference/ Workshop/FDP, Etc.

In order to encourage participation in co-curricular activities, the University offers various facilities to faculty members for participating in Seminar/ Conference/ Workshop/FDP etc.

1. For attending seminars/ conferences/ workshops/ FDPs etc.:

- 1.1. Faculty members are encouraged to attend seminars/ conferences/ workshops/ FDPs etc.
- 1.2. The participation fee up to Rs. 3000 for the event shall be borne by the University.
- 1.3. The participant must submit the detailed proposal to V.C through respective Dean/HOD before proceeding for the event
- 1.4. The faculty members must submit a detailed report of the deliberations, discussions and learning outcome of the event.
- 1.5. For those faculty members who want to attend these events over and above the mandatory requirement, the participation fee and other expenses may be borne by the host institute or by the concerned faculty member.
- 1.6. The faculty members must take prior approval of the Dean/HOD in all cases and should ensure that their classes are not disturbed.

2. For Research Paper / Article publication in any refereed journal:

2.1. In case a faculty member's Research Paper/ Article (one or more) is accepted for publication in a refereed journal, the publication fee not exceeding Rs. 5000 per annum shall be paid by the University.

2.2. A copy of the published paper must be enclosed with the bill.

3. For Travel Entitlement and Reimbursement:

3.1. Local (Indore Region)

3.1.1 The traveling expense for local participation in Seminar/Conference/Workshop/FDP etc. will be reimbursed subject to a maximum of Rs.300

3.2. Outside Indore

3.2.1. Full reimbursement for attending one event in a year (Seminar/Conference/Workshop/FDP etc) as per the following entitlement:

a. Associate Professor/Assistant Professors: A.C.-3-tier fare

b. Directors/ Deans/Professor: A.C.-2-tier fare

4. For Boarding and Lodging:

4.1. In case the participation fee includes boarding and lodging, no allowance will be made on this account.

4.2. In case the hospitality is extended by the host institution, no allowance will be made

4.3. In all other cases, actual reimbursement shall be made (on submission of proper bills) subject to the following upper limit:

Godha

Category	Max permissible limit/Day
Associates Professor/Asst. Professor	1000 (1500)
Director/ Dean/Professor	2000 (2500)

*Figures in brackets are for Metro towns – Mumbai, Kolkata, Chennai, Bangalore, and Hyderabad.

5. Rules for participation in International Seminars held abroad:

Participation in these events shall be permitted as per the merit of the case. The participant has to manage finances from his/her own resources.

(B) For Non-Teaching Staff The organization will reimburse employees for expense, which is directly related to include:

Travel receipts expenses, office supplies, and mileage incurred while traveling on work. Employees must submit for all expenses. Employees should consult with their supervisor/HOI prior to business trips to confirm eligible and approved expenses. The expenses will be reimbursed in the following way:

1. Rs. 150 Will be given to Marketing Staffs and Faculty Members for refreshment purpose during canopy activities & in case of late evening working then Rs. 250/- will be given.
2. Rs. 100 will be given to supporting staffs for refreshment during canopy activities at Exam & in case of late evening working than Rs. 175/- will be given.
3. Accommodation in Hotel Maximum Rs. 1000 per city (Rs 1500 in State Capitals & Rs. 2000 for Metropolitan cities) per night may be reimbursed (In case of two person, they are required to stay in a double occupancy room. - Bill Required
4. Travelling (TA): Subject to Producing actual bill (The mode of Journey will be decided by management or by member and it should be in Economical Mode) – Tickets Required.
5. Dearness Allowance (DA): Out of Indore Rs 300/- may be given to Marketing Executive / Staff / Faculty Members per day and Rs. 200/- given to Supporting Staff which include Breakfast, lunch, Dinner, Beverages.
6. Local Conveyance: Local Conveyance will be paid Rs. 3/- per K.M. for 2-wheeler and Rs.7/- per K.M. for personal car. (With prior approval from the competent Authority)

Godhad