

15. POLICY ON TRAVEL

Version 2.0

Page 1 of 3

Objective: The objective of this policy is to provide a set of guidelines which facilitates employees' travel, accommodation, and miscellaneous expenses incurred during official travel. SCMS Group would like to ensure a comfortable travel experience for all its employees while keeping adequate focus on cost optimization when on official travel.

Definitions:

Outstation Travel: Refers to any official travel undertaken by an employee outside the campus for official purposes, whether within the same state or to another state within the country.

International Travel: Refers to any official travel undertaken by an employee outside India.

Requisites:

1. All outstation/International travel on official work as well as travel advances are to be duly approved/authorized by the reporting authority.
2. All overnight travel should ideally be booked through rail/road mode, whichever is suitable to the purpose. Travel for exigencies can be done through flights, provided there is written approval from Group Director.
3. In case the bill amount exceeds the allotted limits, the employee shall produce a clarification note and submit the same for approval.
4. All the bills need to be signed by the employee who has undertaken official travel.
5. The travel expense statement should have the signature of the employee and reporting authority.
6. Employee needs to submit his bills within 15 days of completing his journey failing which the Institution shall recover the advance amount given to him/her, at the time of the next salary cycle.
7. Joint travellers can submit their travel bills jointly so that expenses like taxi hire charges etc. can be shared between them. They can settle their personal accounts among themselves after the reimbursement.

Cancellation policy:

1. For cancellation of journey due to negligence on the part of the employee, the cost of the same may be recovered from the salary of respective employee.
2. For cancellation of journey for reasons beyond the control of the employee, the Institution shall bear the loss. However, the employee shall initiate steps to cancel the flight/ rail ticket well before the scheduled time of the cancelled journey in the event of the information reaching him/her earlier.

POLICY ON TRAVEL

Version 2.0

Page 2 of 3

Conveyance Reimbursement on Official travel

- For all official travels, an employee can request for office vehicle with 24 hrs advance notice. In case of unavailability, they can use their personal vehicle.
- Employees can utilise their personal vehicle for official travel, limited to a maximum radius of 40 km, one way, with approval from reporting authority. If using a personal vehicle, mileage allowance can be claimed @Rs. 10/- per km for two-wheeler and @Rs.20/- per km for four wheeler. If the employee is engaging a personal driver, for the said travel, driver charges will have to be borne by the employee.
- If using Institution vehicle for office purposes, no conveyance claims can be put forward. However, daily allowance and accommodation (if applicable) can be claimed for reimbursement.
- In the event of employees not using their own vehicle nor Institution vehicle, they are eligible to claim expenses towards conveyance through use of online cab aggregators like Uber, Ola etc. However, the supporting online receipt copies need to be produced at the time of claim.
- Daily Allowance covers expenses for food, water, refreshments, parking charges etc. It excludes cost of cigarettes, alcoholic beverages, pan/gutka etc. which will not be reimbursed by the Institution.
- Per diem is a fixed per day allowance paid to employees when they travel for official work and have to away from their home base.
- Metro Cities include Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad. All other cities are considered as non-metro.
- The below given tables A and B indicate the guidelines for travel approvals and claims. Any expenses exceeding the limits set, should be supported by reporting authority's approval.

TABLE A

*Daily allowance is applicable wherein food expenses are not already funded as part of travel

Designation		Travel Mode	Accommodation (Amount exclusive of Taxes)		
Teaching	Non -Teaching		Metro* Cities	Non-Metro cities	Daily Allowance*
Principal	Sr. Managers	AC Train/ Economy Flight	7000/- max.	5000/- max.	2000/- max.
Head of Department/ Dean	Managers	AC Train / Economy Flight	6000/- max.	3500/- max.	1400/- max.
Professor/ Associate Professor	Executives	AC Train / Economy Flight	4000/- max.	3000/- max	1200/- max.
Asst.Professor	Assistants/ Trainees	AC Train/ AC Bus	3000/- max.	2500/- max	1000/- max.

POLICY ON TRAVEL

Version 2.0

Page 3 of 3

TABLE B

Below table reflects the Per Diem rate in INR (fixed amount for being away from home base)

Designation				
Teaching	Non -Teaching	Metro* Cities	Non-Metro cities	Within Kerala
Principal	Sr. Managers	1500/-	1200/-	800/-
Head of Department/ Dean	Managers	1200/-	900/-	700/-
Professor/Associate Professor	Executives	800/-	600/-	500/-
Asst. Professor	Assistants/ Train-ees	600/-	500/-	400/-

Reporting at Work after Official Travel

In the event of Outstation/Domestic/International travel for official purposes like Invigilation, Paper Presentation, attending Seminars, Conferences, workshops etc. re-joining duty should not be delayed beyond the specified limits.

Type of Travel	Criteria	Re-Joining Time
Local	10 – 80 kms one way	Join duty immediately on return
Outstation	80 -250 kms one way	Next working day from arrival
Inter State	Any state or Union Territory outside of Kerala	Next working day from arrival
International	If the air travel time is less than 5 hrs	Next working day from arrival