I.T.S COLLEGE OF HEALTH AND WELLNESS SCIENCES

OFFICIAL TRAVEL & CONVEYANCE REIMBURSEMENT POLICY

Document Type:	Institutional Operational & Financial Policy
Approved By:	Management / Durga Charitable Society
Target Program & Department:	Bachelor of Physiotherapy (BPT) - Teaching, Admin & Clinical Staff
Effective Date:	August 2024 (Updated Revision)

PURPOSE & SCOPE

To provide structured reimbursement for travel and associated expenses incurred by the faculty, clinical instructors, admission officers, and administrative staff of I.T.S College of Health and Wellness Sciences (ITSCHWS), Greater Noida, during approved official travel connected to the Bachelor of Physiotherapy (BPT) programme.

1. LOCAL TRAVEL

For local official travel (within Greater Noida / Delhi NCR region for hospital postings, clinical supervision, admission drives, workshops, and official administrative duties), employees using personal vehicles shall be reimbursed as per entitlement below:

- **Two Wheeler:** INR 4.00 per km
- **Four Wheeler:** INR 10.00 per km
- **Metro / Auto / Bus / Cab:** Reimbursed as per actual expense on production of valid tickets/receipts.

Guidelines for Local Travel:

- **Claiming of Bill:** The individual must fill out the Local Conveyance Reimbursement Form, obtain approval from the Head of Department (HOD) and Director, and submit it to the Accounts department for reimbursement.
- **Parking & Tolls:** Parking and Toll charges will be reimbursed on actuals upon submission of original toll/parking slips attached to the reimbursement form.

- **Exceptions:** Routine commuting expenses between the employee's residence and the college campus will NOT be reimbursed. This exclusion does not apply to field staff or clinical coordinators whose primary duty involves multi-center hospital/clinical travel (whose daily rates shall be determined separately by college authorities).

2. DOMESTIC TRAVEL

Reimbursement for outstation travel and tours will be made to employees traveling on official duties (e.g., attending national physiotherapy conferences, clinical research seminars, university coordination meetings, or outstation admission events). Covered expense categories include: (a) Travel Tickets, (b) Daily Allowance (DA), (c) Lodging/Hotel Accommodation, and (d) Local Conveyance at Destination.

3. BOARDING & LODGING ALLOWANCES

Entitlements are governed by employee category and destination as outlined in the tables below:

A. Teaching & Clinical Faculty (BPT Department)

S. No.	Details / Category	Entitlement (INR)
1	Full day meal without lodging (Outstation)	Rs. 300/- per day
2	Full day meal without lodging (Delhi NCR)	Rs. 150/- per day
3	Meals & lodging for full day (Single occupancy)	Rs. 1,700/- per day
4	Meals & lodging for full day (Two persons sharing)	Rs. 2,200/- per day
5	Station / Airport Transfer (To & fro residence / duty station)	Rs. 100/- (Ghaziabad Rly Stn) / Rs. 200/- (New Delhi Rly Stn / Airport)
6	Duty transportation at outstation location	Actual basis (valid bills required)

B. Admission Staff (BPT Program)

S. No.	Details / Category	Entitlement (INR)
1	Full day meal without lodging (Delhi NCR)	Rs. 125/- per day
2	Meals & lodging for full day (Single occupancy)	Rs. 1,500/- per day
3	Meals & lodging for full day (Two persons sharing)	Rs. 1,900/- per day
4	Station / Airport Transfer (To & fro residence / duty station)	Rs. 100/- (Ghaziabad Rly Stn) / Rs. 200/- (New Delhi Rly Stn / Airport)

5	Duty transportation at outstation location	Actual basis by Auto/Public Transport (documents required)

C. Non-Teaching & Administrative Staff

S. No.	Details / Category	Entitlement (INR)
1	Full day meal without lodging (Outstation / Delhi NCR)	Rs. 200/- (Outstation) / Rs. 125/- (Delhi NCR)
2	Meals & lodging for full day (Single occupancy)	Rs. 1,200/- per day
3	Meals & lodging for full day (Two persons sharing)	Rs. 1,500/- per day
4	Station / Airport Transfer (To & fro residence / duty station)	Rs. 100/- (Ghaziabad Rly Stn) / Rs. 200/- (New Delhi Rly Stn / Airport)
5	Duty transportation at outstation location	Actual basis (documents required)

4. GENERAL GUIDELINES & PROCEDURES

- **DA Inclusions:** Daily Allowance (DA) covers food, refreshments, laundry, internet, tips, and other incidental out-of-pocket expenses.
- **Mode of Travel:** HOD / Senior Professors are entitled to 2nd AC train travel; Teaching, Admin, and Technical staff are entitled to 3rd AC / Chair Car (CC). Lodging claims must be supported by original hotel tax invoices.
- **Travel Approval & Booking:** Prior to undertaking outstation travel, a duly approved Travel Request Form must be submitted to the Admin Department for booking tickets and making hotel arrangements.
- **Leave Entitlement:** Leave while on official tour is subject to prior approval from the HOD as per institutional leave policies.
- **Tour Cancellation:** In case of tour cancellation due to unavoidable reasons, the employee must immediately cancel bookings and inform the Admin department to avoid financial loss.
- **Reimbursement Claim Submission:** Within 7 days of returning from travel, the expense claim form along with original tickets, bills, and a brief Tour / Duty Report approved by the HOD must be submitted to the Accounts Department.
- **Travel Companions:** Employees are strictly prohibited from traveling with personal companions during official visits unless prior written permission is granted by college authorities.
- **Miscellaneous Expenses:** Unforeseen expenditures not explicitly covered under this policy require prior authorization from college authorities to be eligible for reimbursement.