

## **REIMBURSEMENT POLICY**

1. Travelling allowance means an allowance granted to an employee of the college to cover the expenses which he incurred in travelling in the interests of the college on college business.

**Note:** It is a fundamental principle that the allowance is not to be a source of profit and no allowances are granted to meet the expenses of the families of the employees accompanying them when travelling on duty.

2. Travelling allowance will be normally admissible by the shortest route and as per the rules applicable. However this condition may be relaxed by the competent authority/management wherever justified.
3. Travelling Allowances for attending Conferences/Seminars/workshops
  - a) Faculties can reimburse expenses of Conferences/Seminars in case of making a presentation. Faculty can attend maximum two Conferences/Seminars in a semester out of which one will be paid by the institute and other will be borne by the faculty.
  - b) For attending workshops/FDP, new faculty (who are not exposed yet to such program) would be encouraged.
  - c) Faculty shall take prior written sanction from competent authority for attending such programs.
  - d) The faculty from concerned area would only be considered to attend such program.
  - e) Only appropriate number of days i.e. period of commuting and period of such program would only be allowed for DL.
  - f) In case of presentation a brief summary will be required to be produced well before the commencement of the program.
  - g) The concerned faculty who has attended the program is expected to give a presentation on his/her experiences. Only then the reimbursement and DL would be considered.
  - h) The faculty has to submit the Certificate of Participation. The study material/literature received at the program would be submitted to the library.
  - i) The faculty has to produce all evidence (bills) of expenses during the period stated in point four at the time of claiming reimbursement.