

Policy on Reimbursement of Travel-related Expenses

From: HR & Admin Department

To: All Employees

This document describes the policy for reimbursement of expenses incurred by DAU employees while on official travel.

Sanctioning Authorities and Prior Approval

Prior approval is required for any official travel, including the travel to attend a conference, technical seminar/workshop, meetings for sponsored research projects, etc.

An employee shall request prior approval from their sanctioning authority via email before planning for the travel.

Travel reimbursement request shall not be processed in absence of this prior approval.

The sanctioning authorities are as follows:

ID	Employee Category	Purpose of Travel	Approving Authority
1	Faculty	Research related	Dean Research
		Institute and Academics related	Dean Faculty
2	Research Associates	Sponsored research related	Principal Investigator, followed by Dean Research
3	Teaching Assistants	Academics related	Dean AP
4	Administrative Staff	Institute related	Reporting Manager/Head – HR & Admin. followed by Executive Registrar

Allowed Types of Travel

The allowed mode of travel shall be as per the following table:

Designation	Air	Rail	Road
Faculty	Economy Class	AC First Class	AC Taxi
Staff (Group-A)	Economy Class	AC First Class	AC Taxi
Staff (Group-B)	Economy Class	AC 2-tier Class	AC Taxi
Research Associates, Project Personnel, Teaching Assistant	AC 3-tier class		AC Taxi / AC Bus
Staff: Group C or D	2nd AC / AC Chair Car		Taxi / Bus

1. The journey from airport to hotel or from hotel to venue, the local conveyance will be paid as per the car/taxi/autorickshaw mentioned above. The maximum ceiling for the local conveyance per trip will be Rs. 5000/-.
2. For the travel by air, train or taxi, the reimbursement will be processed on the basis of the submitted receipts of the fare.
3. If a DAU employee is traveling by their own private vehicle, the employee (i) shall specifically obtain approval of this mode of travel, and (ii) shall be reimbursed at the rate of Rs. 20 per kilometre. The receipts will not be required.

Daily Allowance Limits

Designation	Daily Allowance with the Receipts			DA Rate without the Receipts
	Hotel Accommodation per day		Food per Day	
	Metro Cities	Non-Metro Cities		
Faculty & Staff (Group-A)	Rs. 10,000/-	Rs. 7,500/-	Rs. 1,200/-	Rs. 3,000/-
Staff (Group-B)	Rs. 7,000/-	Rs. 4,500/-	Rs. 9,00/-	Rs. 2,000/-
Research Associates / Project Personnel / Teaching Assistant	Rs. 5,500/-	Rs. 3,000/-	Rs. 9,00/-	Rs. 1,500/-
Staff (Group-C/D)	Rs. 5,500/-	Rs. 3,000/-	Rs. 9,00/-	Rs. 1,500/-

Notes:

1. Hotel accommodation includes incidentals like laundry, telephone, internet, wifi or any other facilities used at the hotel.
2. Payment for tips and hard drinks are not reimbursable.
3. Daily Allowance without bills / receipts will be admissible only if there is no claim towards actual for hotel or food.
4. In case the actual expenditure exceeds the approved limits as above, special approval of the Director is required for reimbursement.

Reimbursement Claims

Mode of Travel	Requirement
By air	Boarding pass (if tickets are purchased by self) & air-ticket
By train	Train ticket/ticket number, train number, class of travel
By public transport, Taxi	Ticket, Invoice

Notes:

1. The claim for reimbursement of travel expenses incurred has to be submitted within 3 months from the last date of return journey, failing which the amount of advance shall be recovered from the salary. If the claim is not submitted within 3 months, then the same will require approval from the sanctioning authority.

2. In case of air or rail booking through Institute's travel agents, the bills must be forwarded to the account section through the Administrative Section only.
3. The following charges in respect of travel are reimbursable:
 - a. Reservation charges for seat/sleeper berth
 - b. Tatkal Seva charges.
 - c. Internet, e-ticketing charges for the tickets booked through the website of Indian Railways
 - d. Agency charges by the traveller's service agents recognized by the Zonal Railways are reimbursable.
 - e. Cancellation charges are reimbursable for official journeys, if done for official reasons.

International Travel

1. For the international travel, the following specifies the daily allowance limits:
 - a. International travel by faculty or Staff Cadre A.
 - i. Indian subcontinent, South-East Asia, Mauritius, Africa, Easter Europe: \$175 per day
 - ii. Far East Asia, Hong Kong, Middle East, Australia, New Zealand, South Africa: \$200 per day
 - iii. North/South America: \$225 per day
 - iv. Western Europe/Japan/ North & South Korea: \$250 per day
 - b. The DA for the Staff Cadres below A and the students and research associates: \$140 per day irrespective of the world region
 - c. Visits to universities abroad for attending Training/functional visits etc. where you make your own arrangements: \$80 per day for all DAU employees
2. The above limits include the expenses incurred for lodging/boarding, food and local conveyance. They do not include hard drinks or any entertainment related expenses.
3. The air travel shall be by economy class for all employees.

This is issued with the approval of Director General

Effective date of this policy document: December 1, 2025

Note: Travel Settlements Form attached herewith:

Travel Allowance (TA) & Daily Allowance (DA) Claim Form

Name of Employee		Employee Code	
Designation		Department / School	
Mobile Number		Purpose of Travel	

Journey Details

Date	From	To	Mode of	Ticket/	Fare (₹)	Remarks

If own vehicle used:

Type: Car / 2-Wheeler | Distance: ____ km | Rate: ₹____/km | Amount: ₹_____

Daily Allowance / Hotel / Food Claims

A. Hotel Accommodation

Date	City	Hotel Name	Bill Amount (₹)

B. Food Expenses

Date	Bill Amount (₹)	Eligible Limit (₹)	Claim (₹)

C. Daily Allowance (Without Bills)

Date	City	Rate (₹)	Claim (₹)

D. Local Conveyance

Date	From	To	Mode	Bill Amount (₹)	Claim (₹)

Summary of Claims

Travel Allowance		Accommodation	
Food Expenses		Daily Allowance	
Local Conveyance		Total Claim Amount	

Employee Declaration: I hereby certify that the expenses claimed above were incurred for official duties, the bills are genuine, and no part of this travel was sponsored unless declared

Employee Sign: _____ Date: _____ Approving Authority: _____

Executive Registrar

Director of the School