Chinmaya Vishwa Vidyapeeth
Deemed to be University

OFFICE ORDER

Office of the Registrar

No: CVV/OO/20/2024 **Dated April 04, 2024**

Subject: Travel Policy for CVV

Ref: - Policy no: - CVV/Adm/TravelPolicy_V1.0

In pursuance of the decision taken during the 22nd Board of Management meeting held on 11th December 2023 and consequent to the formation of Policy Review Subcommittee as per Agenda Point 5.2, via office order CVV/OO/09/2024, the Travel Policy has been drafted, reviewed and recommended by the Subcommittee. The policy recommended by the Review Subcommittee was submitted to the Hon. Vice-Chancellor and subsequent to the Sanction accorded, the Travel Policy for CVV shall be read as follows. The policy shall come into effect, from the date of release of this order.

// By the Order of Vice Chancellor//

Prof. T Asokan
Dean – Academics & Registrar I/c

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CVV Travel Policy

1. Policy Statement:

This Travel Allowance Policy governs official travel undertaken by University Staff in fulfillment of their duties and is applicable to all teaching, non-teaching, and short-term contractual staff members. All staff engaged in bona fide work for the university are entitled to claim Traveling Allowance, as outlined in the CVV Travel Policy, to cover expenses such as fare/transportation costs, accommodation, food, internal transport, and other related expenditures.

2. Scope:

- Define and categorize reimbursable expenditures incurred during official travel by University Staff.
- Specify the responsibilities of employees in controlling and reporting travel-related expenses.
- Establish a clear process for employees to submit and obtain reimbursement for eligible travel-related expenses.

3. General guidelines and terminologies:

- **Conveyance:** "Conveyance" pertains to the mode of travel and encompasses railway, bus, taxi, rickshaw/cycle-rickshaw, airplane, steamer, company's car, and the employee's personal conveyance, namely car, scooter/motorcycle, and moped/auto-cycle.
- **Journey/trip:** "Journey" denotes the act of traveling from one location to another in connection with the authentic work of the University.
- **Authorization:** All tours must be undertaken subsequent to formal authorization by the Sanctioning Authority.
- **Optimal Route:** Journeys should be conducted via the shortest available route.
- **Sponsored Events:** An employee sponsored and deputed to attend conferences, seminars, etc., with associated fees covered by the University, including lodging and boarding charges, shall be entitled solely to the traveling expenses in accordance with the policy.
- **Expense Reimbursement:** Employees are obligated to claim reimbursement for the actual traveling expenses incurred. Consequently, the retention of tickets/vouchers is mandatory, and these must be annexed with the claim form. In the event of subsequent

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verification/inspection revealing a discrepancy where an employee has claimed beyond the class of travel undertaken, disciplinary action may be taken.

- **Appointment/ Post Relieving Travel Allowance:** No traveling allowance shall be disbursed to an individual joining the services of the University upon appointment, unless explicitly sanctioned by the Registrar. Also, No traveling allowance shall be disbursed to an employee for a journey undertaken subsequent to retirement, discharge, dismissal from the services of the University, or termination of such service.

4. Sanctioning Authority:

Category	Designation/Role	Recommended by	Approved by
Class I			
Level I	Vice-Chancellor	-	Managing Trustee
Level II	Pro Vice Chancellor, ProVost Registrar, Dean(s), Principal/s, FO, CAO, CCO, COE and equivalent.	-	Vice-Chancellor
Class II			
Group A (Administration)	Deputy Registrar/ Assistant Registrar and equivalent as per the university pay bands.	Head of department	Registrar
Group A (Academics)	Head of the Schools, Professor, Associate Professor, Distinguished Visiting Faculty, Professor Emeritus, Professor of Practice, etc.	Head of School	Dean Academics
Group B (Administration)	Section Officer Level II/ Level I and equivalent as per the university pay bands.	Head of department	Chief Administrative Officer
Group B (Academics)	Assistant Professors in all grade, Librarian and Deputy Librarian	Head of the School	Dean Academics

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Group C (Administration)	Assistant Section Officer, Assistants Level II, Assistants Level I	Head of department	Chief Administrative Officer
Group C (Academics)	Teaching Assistants, Research Associates, Assistant Librarian Library Assistants, Lab Assistants etc.	Head of the School	Dean Academics
Group D (Administration)	Office Assistants, Drivers, Electrician, MTS etc.	Head of department	Chief Administrative Officer

5. Travel Request and Approval Procedure:

a. Initiation of Travel Request: Employees intending to travel for official purposes must formally notify the respective Head of the Department (HoD) or Head of the School (HoS) in the preferred format (Annexure I).

b. Verification and Recommendation for Approval by HoD/HoS: The HoD/HoS is responsible for scrutinizing the submitted details to ascertain the validity of the travel claim. If deemed valid, the HoD/HoS may proceed to recommend the travel and financial approval to the competent authorities stipulated above.

c. Financial Approval: Following the recommendation, the competent authority reviews and approves the travel request, considering its merits and adherence to university policies. Upon approval, the employee may proceed to make necessary arrangements for the trip.

d. Ticket Booking and Transportation Arrangements: Approved employees can formally request the Office of Assistant Registrar - Administration to facilitate ticket bookings and arrange essential transportation for the authorized travel. In case of Airline bookings, reservations must be completed 14 days prior to the travel inorder to get the best rates and if request is made under 14 days but greater than seven days, a special approval should be granted from the competent approving authority. Any Airline reservation less than 7 days should be approved by the Registrar.

e. Advance Money Request: If required, employees have the option to request an advance of up to Rs. 10,000 (Ten thousand rupees) for travel expenses, subject to approval from the competent authority. The advance is intended to cover initial costs associated with the trip.

f. Reimbursement for Self-Arranged Travel: Should an employee opt for self-arranged travel, eligible expenses can be reimbursed as per the policy. The

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submission of the Reimbursement Form is mandatory and should be completed within 10 days after the conclusion of the trip.

g. Submission of travel report: The employee should submit the report of the particular travel to the immediate supervisor within 5 days of the completion of the trip.

6. Class of Travel:

a. Class I - Eligible for a 1st class AC by Train/ Economy Class by Air or as per the employment contract.
b. Class II - Will be as follows:

Class	Air	Train	Bus
Group 'A'	Economy Class	First Class AC/ Second Class AC	AC Sleeper
Group 'B'	Economy Class by air for journeys beyond 1000 kilometers.	Third Class AC	AC Sleeper
Group 'C' & 'D'	NA	Sleeper Class	Non AC Sleeper

Transportation arrangements to and from the Airport, Railway Station, or Bus Stand from the primary residence are eligible for reimbursement or direct provision exclusively for the employees classified under Class I and Class II - 'Group A' categories. Employees belonging to all other categories may either make their own transportation arrangements and submit claims for reimbursement, covering travel to and from the respective university campus.

The Vice Chancellor may authorize higher expense limits on a case-to-case basis in exceptional circumstances for any travels and may permit staff members to travel by higher class/ mode than the employee is entitled to if doing so is necessitated.

7. Boarding and Lodging: Approved official trips with overnight journey are eligible for boarding and lodging claims. This includes the food expenses also.

Class I: Boarding and lodging will be reimbursed on actuals.

Class II: Boarding and Lodging expenses will be provided based on the following criteria

'A' Class cities: The employee is entitled to the maximum amount per day as specified below towards boarding lodging and incidental expenses subject to the submission of official receipts.

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Group	Maximum amt. per day
Group 'A'	Rs.4,000/-
Group "B'	Rs.3,000/-
Group 'C'	Rs.2,000/-
Group 'D'	Rs.1,000/-

'B' Class cities: The employee is entitled to the maximum amount per day as specified below towards boarding, lodging and incidental expenses subject to the submission of vouchers.

Group	Maximum amt. per day
Group 'A'	Rs.2,500/-
Group "B'	Rs.1,750/-
Group 'C'	Rs.1,250/-
Group 'D'	Rs.750/-

Note: 'A' Class Cities so defined are Mumbai, Delhi, Calcutta, Chennai, Bangalore, Ahmedabad and Hyderabad. 'B' Class Cities so defined are all cities other than the cities defined above'.

8. **Food expenses:** Approved same day travel is eligible for a reimbursement of food and other Misc expenses, this is not applicable for the trips including overnight stay.

Class I: Will be reimbursed on actuals.

Class II: Reimbursement for food and other Misc expenses for the class II is as follows:

Group	Maximum amt. per day
Group 'A'	Rs.750/-
Group "B'	Rs.600/-
Group 'C'	Rs.400/-
Group 'D'	Rs.250/-

No allowance shall be admissible for the period of leave of any kind while on the trip. However, halting allowance may be drawn for Sundays and holidays which fall during the period of trip when the employee is away from his/ her workplace for official trips. Maximum period for which halting allowance may be drawn shall not ordinarily exceed 15 days at any one time. However, the Registrar with the recommendation of CAO for staff and Dean for Faculty in any special circumstances may grant halting allowance at normal/ modified rates at his/her discretion beyond the period of 15 days in the interest of University's work.

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9. **Claims for usage of personal vehicles for official use: An employee performing journey by road using his/her own conveyance as per his/her eligibility shall be paid mileage allowance on approval of the competent authority stated in the policy:**

Mode of Transport	Rate of Mileage Allowance (Rs. Per kilometer)	Allowed Category
Four Wheeler	Rs. 20.00	Class I & Class II - Group A, B
Two Wheeler	Rs. 10.00	All categories except Class II - Group D

- The employee must seek prior permission from the competent university authorities with the recommendation of the HoD/HoS for using his private vehicle for university purposes. The claim for reimbursement will be valid only with the approval.

- All employees are required to give a declaration for total Kms traveled for official work along with a self declaration for usage of personal vehicles for the official internal transport.

10. Foreign Travel:

Approval of the Vice Chancellor shall be required for any foreign travel. The expenses will be approved on a case to case basis.

REGISTRAR
CHINMAYA VISHWAVIDYPEETH

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Annexure I - Travel Approval Form

Employee Details		
Employee Name:		
Employee ID:		
Department/ School:		
Designation:		
Contact Number:		
Email Address:		
Travel Details		
Purpose of Travel:		
Destination		
Dates of Travel	From:	To:
Preferred mode of Transportation (Air/Train/Bus)		
Do you require support to book tickets by CVV ? (Please tick whichever is appropriate)	YES	NO
Do you require transportation to the Airport/ Railway Station/ Bus Stand ?	YES	NO

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(Please tick whichever is appropriate)		
Do you require any advance amount ? If yes, please specify the amount you require.		

Declaration by the Employee

I, _____, declare that the information provided in this Travel Approval Form is accurate and in compliance with Chinmaya Vishwa Vidyapeeth University's Travel Policy. I understand that any falsification may result in disciplinary action.

Date:
Signature of the Employee

For office use only

Approval Section
Recommendation by HoD/HoS

Remarks : Recommended / Not Recommended for Approval

Reasons (If any):

Full Name, Designation and Dated Signature

Approval by Competent Authority

Remarks: Approved / Rejected

Reasons (If any):

Full Name, Designation and Dated Signature

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