

(2) TRAVEL POLICY

Context:

CED (Tamil Nadu) understands the need of the contract staff / consultants who are required to travel away from their usual workplaces on authorized missions. A travel policy has been evolved for the payment of travel allowances to all the persons regardless of job category or status.

In the case of consultants and guest faculty invited for training the trainers / students and monitoring officials from CED (Tamil Nadu), an all-inclusive package will be paid as per this travel policy.

When the trainers and others had to spend more money than stipulated in the policy, such expenses can be reimbursed with justifying documents such as original receipts.

Permitted expenses for the contract staff / consultants of RE Academy for Technical Skills:

Per diem including accommodation:

The contract staff / consultants who are making outstation trip for official work shall be reimbursed their travel expenses on the basis of original receipts produced.

Further they shall be paid a per diem of INR 1500/- to meet their night stay accommodation, Breakfast, lunch and dinner along with their local travel expenses for each day. However, the upper limit for accommodation charge alone per night is Rs.1000/-. This per diem amount of Rs.1500/- will be paid on certification basis. If the accommodation is provided by the sponsoring institution, then they will be paid Rs.750/- per day for their food and local travel expenses.

Alternatively, they are also permitted to claim reimbursement on producing actual bills and receipts for local travel, food expenses and accommodation.

However, both per diem or reimbursement shall be verified, certified and recommended by the Project Coordinator / Centre Manager of RE Academy for Technical Skills and then only, the said bills will be approved by the CED -Head Office.

Mode of Transport and conveyance allowance:

RE Academy for Technical Skills will pay only for surface transport as far as possible, i.e. bus/ train for all the contract staff. In exceptional cases, the Member Secretary of the CED (Tamil Nadu) shall permit the staff to avail other modes of travel depending up on the exigencies.

When the contract staffs under-take local travel using their own or hired vehicle for official purposes the fuel expenses shall be permitted @ Rs.6/- per km. The total distance travelled shall be certified by the Centre Manager and recommended for payment.

During the year November 01, 2020 – October 31, 2022 the Head Office has permitted the Centre Manager and the Placement Coordinator to place their car and motorcycle respectively for the official purposes. These vehicles shall be used for the official work depending upon the nature of work. The expenditure on maintenance and fuel of these vehicles shall be met from the budget. The proper bills for the maintenance and the fuel charges should be produced and certified by the centre manager for the release of payment from the head office under the appropriate head of account.

Travel Advance:

The trainers and others on tour will apply for travel permission and get approval from the Centre Manager 3 days prior to the date of travel unless it is an urgent requirement.

Settlement:

1. All the contract staff / consultants shall submit Travel Expense Statements for approval **within 3days** of their return from the tour.
2. The unutilized balance from the advance taken, if any, should be refunded to the Organization.
3. No second advance will be given unless the first advance taken is settled.
4. Original bills have to be submitted to claim lodging, travel and other expenses except in cases where it is on certification basis.

Food allowance during Local Travel:

When the contract staffs are undertaking extensive local travel for the full day for the purpose of purchase, meeting the dignitaries, mobilization and placement activities then each member shall be eligible for the food allowance of Rs.200/- per day.

Reimbursement of travel expenses of Project Coordinator / Consultants / Senior Officials from Head Office:


When the Project Coordinator travels within and outside Tamil Nadu for official purposes, he / she will be reimbursed on the basis of producing all relevant original bills and receipts. When, they visit Chennai from outstation he / she shall be paid an all-inclusive amount of Rs.5000/- per day shall be payable which will include Chennai travel, accommodation, food and local conveyance expenses. When the stay is extended for the second day, an additional amount of Rs.3000/- shall be added. This will be on self-certification basis and duly forwarded and recommended by the Project Coordinator for approval by Head Office.

The consultants engaged for full day training session shall be paid an all-inclusive maximum honorarium of Rs.10000/- per day. The guest faculty from Chennai for handling half day session or a lecture shall be paid an all-inclusive honorarium Rs.5000/- per visit.

The Board Members from CED (Tamil Nadu) visiting RE Academy for Technical Skills to monitor the functioning of the centre, delivery of technical input, etc. shall be paid an all-inclusive payment of Rs.10000/- per visit to meet their travel and incidental expenses.

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