

JEEVAN REKHA PARISHAD

TRAVEL POLICY



**Plot - 387, Near Damana Square, Chandrasekharpur,
Bhubaneswar, Odisha, India 751016**

Travel Policy

- Up to AC 3 tier for all categories below Assistant Director (air to be considered for exceptional cases as decided by any official at least in the level of Assistant Director).
- For Director and above - Air fare.

Other Entitlements:

- For Assistant Director and above, The organisation will provide Mobile phone set and pay / reimburse the monthly mobile bills.
- For others, depending on the nature of job, reimbursement of mobile phone calls will be decided by the organisation head/Secretary only.
- Boarding, Lodging, Travelling And Incidental Expenses:
 - While on tours, the employees are entitled to boarding, lodging and incidental expenses. These are as per norms fixed by the Management Committee and changes in the limits /conditions are to be duly notified.
 - For all cases noted below, Actual bills are to be furnished for accommodation and food.
 - At present the limits/conditions are:
 - **Metros (Delhi, Kolkata, Mumbai, Chennai, Hyderabad, Bangalore etc):**
 - Accommodation: Rs. 1,500/- per day + Tax, Food: Rs. 400/- per day.
 - **Other State Capitals & Cities (all capital towns of state):**
 - Accommodation: Rs. 1,200/- per day + Tax, Food: Rs. 300/- per day.
 - **District towns: (All districts):**
 - Accommodation: Rs. 1,000/- per day + Tax, Food : Rs. 200/- per day.
 - Accommodation with: relative and friends Rs. 200/- per day.
 - Boarding at train/ :Rs. 200/- per day.

- For stay at out station places for a period of at least 12 hours, full days' rate is applicable. Otherwise for stay of less than 12 hours, 50% of the usual rate is allowed. (DAY IS CONSIDERED FOR A PERIOD OF 24 HOURS FROM 12 TO 12).
- Anyone boarding a train at/after 10 pm from the home station (that is the station of his reporting place) will not be eligible for any allowance for food on train till 12 night for that day.
- For consideration of allowance for food, simultaneous application of daily allowances at places visited and allowance during boarding on train for the same period will not be applicable.
- Predominance of stay at station or train will determine applicability of either of the above allowances.
- No other incidental expenses are allowed.
- The above rates are applicable universally and are to be considered as benchmark rates.

Reimbursement of traveling expenses:

- Anyone going for any official duty/field areas will be reimbursed the traveling expenses. Similarly, anyone traveling from one office/site to another will also be reimbursed the traveling expenses. Generally, no categories of employees are allowed traveling allowances or reimbursements for going to their usual place of duty from residence or from their usual place of duty back to residence.
- However, anyone going from residence to another office which is not his/her place of duty will be allowed reasonable reimbursement if this place of duty is distant from his/her normal office/place of duty. Similar reimbursement will be allowed on return journey to residence.
- There may be occasions where projects may be conducted in areas where the above rates for TA/DA may not be sufficient. In that case, a special office order would be required for allowing the higher rate to be allowed as per approved budgets in the projects.