

SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

TRAVEL POLICY



S.M.
6/6/20

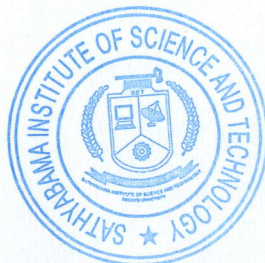
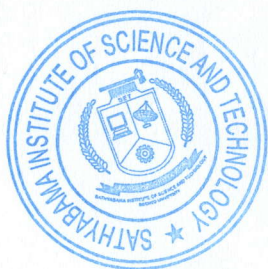


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Sybil
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TRAVEL POLICY

1 Preamble

Sathyabama Institute of Science and Technology has academic and research collaborations with Universities, Industries and research laboratories worldwide focussing on Internationalisation. The University staff travel to other countries on various collaborative and administrative activities under mentioned.

- Research paper presentations in International conferences / Symposia / Seminar
- Teaching assignments - Faculty exchange Programmes
- Collaborative research programmes
- Organizing Joint conferences
- Visit to research Laboratories
- Promotional activities
- Training programmes
- Bilateral agreements
- Other Collaborative activities undertaken by the Institute

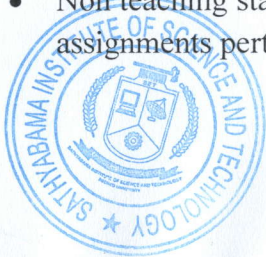
Facilitation of these activities demands a need for a structured policy that provides comprehensive guidelines on the financial assistance provided by the institute.

2 Policy Objectives

The main objective of this scheme is to create awareness to all the administrative authorities / teaching and research faculty about the available support system for international / domestic travel and the guidelines for the same. The policy shall meet the requirements of equity and adequacy of fund allotted for individual. The fund allocation has been formulated by categorising the countries and the beneficiaries of the institute. Countries are categorised based on the distance from the host institute and the living expenses. Employees are categorised based on their cadre.

3 Eligibility

- Administrative authorities assigned with specific task by the board of management are eligible to avail this grant.
- Only the permanent and full time faculty having a minimum of 3 years of work experience in the Institute are entitled to apply for travel grant.
- Teaching / research faculty are entitled to avail this travel grant once in two academic years subject to their contribution to research in terms of publication in high impact factor journals indexed in (Web of Science/ Science citation index / Science Citation Index Extended) , PI in sponsored projects, Consultancy activities or other remarkable research activities enlightening the Institute which is decided by the board of Management.
- Non-teaching staff allotted by the board of management for promotional activities or other assignments pertaining to the Institute are eligible to avail this grant.



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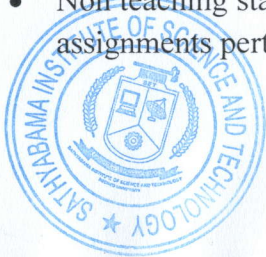
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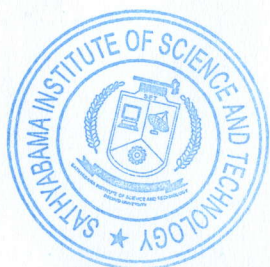
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4 Regulations for the Entitlement of Travel grant

- The international travel plan shall be made well in advance at least by 6 weeks earlier to actual travel for accommodating procedures for Visa, medical insurance, economic Ticket booking etc.
- The request made within 15 days of travel plan shall not be approved except for some genuine cases that are decided by the management.
- For domestic travel grant, the application shall be submitted 2 weeks prior to travel date.
- The application with relevant proof attached shall be acknowledged and forwarded by the department Head / Dean to the Vice Chancellor.
- The Vice Chancellor verifies the application with proof for its authenticity and approves the same.
- The approval letter has to be submitted to the accounts department.
- The granted fund will be transferred to the staff's bank account or shall be provided as a cheque on the name of the person who is applying for the grant.
- The Institute supports the faculty with travel expenses, travel insurance cover, accommodation allowance, other allowances (boarding and conveyance) and incidental charges for the miscellaneous expenses
- The actual travel cost shall be presented for reimbursement both for International / Domestic travel grants.
- In case of provision of accommodation by the collaborating Institution / organization, the same is not to be covered under the claim. In case of partial support for accommodation by the collaborating Institution / organization, the remaining charges are entitled to be claimed.
- In case of provision of boarding expenses by the collaborating Institution / organization, the same is not to be covered under the claim.
- In case of the faculty availing travel, boarding – cum - lodging support and stipend from the collaborating Institution / organization, they are not entitled for any claim from the institute.
- If the faculty arranges for own accommodation, 50% of the authorised allowance may be claimed without providing any supporting documentation.
- For miscellaneous expenses for international / domestic travel, an incidental amount of USD 15 per day / Rs. 500 per day is authorised, which does not need the production of bills.
- In case of additional expenses, the staff can present the expense with relevant proof for approval.
- The maximum permissible grant, details of allowances and eligible travel mode for both international / domestic travel are as follows.



5 International Travel

5.1 Maximum Permissible Financial Assistance

Based on the cadre of affiliation, the maximum permitted financial assistance is as follows.

- a) Professor – Rs.1.5 Lakhs once in two years
- b) Associate Professor – Rs.1.25 Lakhs once in two years
- C) Assistant Professor – Rs.1.00 Lakh once in two years

5.2 Categorisation of Countries

The Countries are categorised in two groups based on the geographical distance from the Institute and the estimated living expenses in the region.

Region	Category I	Category II
America	United States of America, Canada, Latin America	Mexico
Europe	Western European Countries	Eastern European Countries, Russia
Africa	Nigeria, Libya, Egypt	Other African countries
Asia	Singapore HongKong Japan South Korea	China Indonesia Malaysia Philippines Thailand Viet Nam Sri Lanka Bangladesh Taiwan
Far East	Australia New Zealand	-
Middle East	All countries	-

5.3 Permissible Allowances for Group I countries based on the faculty cadre

Group I Countries	Administrative cadre		Deans/Heads//Professors		Associate Professors / Assistant Professors /other staff	
	Accommodation Allowance /Day	Other Allowance /Day	Accommodation Allowance /Day	Other Allowance /Day	Accommodation Allowance /Day	Other Allowance /Day
United States of America, Canada, Latin America	USD 150	USD 125	USD 125	USD 100	USD 100	USD 75
European Countries	USD 150	USD 125	USD 125	USD 100	USD 100	USD 75
Middle east countries	USD 125	USD 110	USD 100	USD 100	USD 80	USD 75
Australia and New Zealand	USD 125	USD 110	USD 100	USD 100	USD 80	USD 75
Asian Countries	USD 125	USD 110	USD 100	USD 100	USD 80	USD 75



Singapore, Hong kong, Japan, China, Taiwan and Thailand						
Africa - Nigeria, Libya, Egypt	USD 110	USD 100	USD 100	USD 80	USD 80	USD 70

5.4 Permissible Allowances for Group II countries based on the faculty cadre

Group I Countries	Administrative cadre		Deans/Heads//Professors		Associate /Assistant /other staff	Professors
	Accommodation Allowance /Day	Other Allowance /Day	Accommodation Allowance /Day	Other Allowance /Day	Accommodation Allowance /Day	Other Allowance /Day
Asian Continent except Singapore, Hong kong, Japan, China, Taiwan and Thailand	USD 120	USD 100	USD 100	USD 75	USD 100	USD 50
Other African Countries	USD 120	USD 100	USD 100	USD 75	USD 100	USD 50

5.5 Eligibility for Air Travel

Administrative cadre	Deans / Heads/Professors	Associate Professors/Assistant Professors / other staff
Premium Economy class	Premium Economy class	Economy Class

6 Domestic Travel

6.1 Allowances for Domestic Travel

Administrative cadre		Deans/Heads//Professors		Associate Professors /Assistant Professors /other staff	
Accommodation / Day (in Rs.)	Allowance / Day (in Rs.)	Accommodation / Day (in Rs.)	Allowance / Day (in Rs.)	Accommodation / Day (in Rs.)	Allowance / Day (in Rs.)
6000	3000	5000	2000	4000	1500

6.2 Eligibility for Domestic Travel

Administrative cadre	Deans/Heads/Professors	Associate Professors/Assistant Professors/other staff
Premium Economy class Flight / First Class AC train /AC Bus, Car	Premium Economy class flight / First Class AC train / AC Bus, Car	Economy Class flight / Second class AC train / AC Bus, Car

