



# Dayananda Sagar University

*live the dream*

Shavige Malleshwara Hills,  
Kumaraswamy Layout,  
Bangalore - 560 078.  
Karnataka, India.  
Tel : +91-80-42201997,  
42113566, 26662226  
Fax : 080-42201997, 080-26660789  
www.dsu.edu.in

Ref. :

Date :

Mar 16, 2019

## NOTIFICATION

### Sub: Guidelines on Settlement of Travel & Other Advances

It has been a practice to extend the advances towards various activities like – travel, conferences, FDPs, fests, events etc based on the expected expenditure in Dayananda Sagar University. As a normal practice, the recipient of the advances is responsible for settlement of the same through submission of bills, invoices & other such proof of expenditure.

In the recent review, it has been noted that the faculty members & other staffers unreasonably delay the submission of bills, invoices & other such proof of expenditure, in some instances where the program or travel is not conducted or cancelled or the amount of advances are not fully spent.

In view of this, the Management has felt it appropriate to put in place certain time limits for the submission of bills, invoices & other such proof of expenditure and close the advances availed as mentioned below:

Sl No	Activity	Time for submission
1	In case of a National or an International Conference or any event.	Within 30 days from the last day of the conference held or scheduled to have been held.
2	In case of a FDP held internally.	Within 30 days of the last day of the FDP held or scheduled to have been held.
3	In case of a FDP attended outside the DSI/DSU.	Within 15 days of the last day of the FDP held or scheduled to have been held.
4	In case of a Convocation/ Graduation Day.	Within 30 days of the last day of the Convocation/ Graduation Day held or scheduled to have been held.
5	In case of an official travel outside the city.	Within 15 days from the date of arrival back in the office.

Further, in respect of the expenditure incurred for an event, the event leader should take direct responsibilities to settle the advances within the above stipulated timelines, failing which the Finance & Accounts will start deducting the advances from the salaries immediately thereafter.

Further, the staff members who avail the advances for various reasons mentioned above, may note that the bills & invoices issued in the name of the University shall have the GST number of the supplier of goods & services as well as that of the University. To place the matter in abundant clarity the GST



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number of the University is: **29 AAAJD1151D 1ZS**. Please note that the suppliers of all goods & services shall be told that the University would seek input credits on all such supplies.

Date :

Any non-compliance of the above will be viewed seriously and will call for disciplinary actions as well. This shall be brought to the knowledge of all faculty and staffers.

Pro Chancellor

Copy to: Secretary, All Principals, All HoDs, All Faculty Members, All Staffers



**NOTIFICATION ON TRAVEL ALLOWANCE RULES (Ver: 1.0)**

**Preamble:**

As the academic activities of the University has started far more aggressively as we are marching in to the 2<sup>nd</sup> year of academic activities, it is quite obvious that the teaching staff, non-teaching staff & support staff in various capacities are bound to travel outside the city of Bangalore quite often on official engagement. This has necessitated a formal set of travel allowance rules in order have uniformity in claims giving some broader direction to the travel activities. While framing these rules it has been kept in mind that the travel expenses incurred by the staffer shall adequately compensate the staffer defraying all his/her legitimate, necessary cost of travel, stay, local travel, boarding expenses and other incidental expenses that they may incur on an official travel, it is also kept in mind that travelling cannot be place of profit.

With these priorities in mind a draft guidelines for the travel allowances has been framed as detailed below:

**Travel fare:**

Sl. No.	Scale/Rank	Normal official travel		Conference/ seminar or any other faculty development program
		Distance up to 500 kms (*)	Distance >500 kms (*)	
1	The Vice Chancellor	Economy class fare by any airline	Economy class fare by any airline	Economy class fare by any airline
2	Pro Vice Chancellor	-do-	-do-	-do-
3	The Registrar	-do-	-do-	-do-
4	The Finance Officer	-do-	-do-	-do-
5	All other statutory officers	-do-	-do-	-do-
5	All deans	AC II Tier fare excluding Shatabdi/ Rajdhani/ Duranto Express	-do-	AC II Tier fare excluding Shatabdi/ Rajdhani/ Duranto Express
6	Professors	AC III Tier fare excluding Shatabdi/ Rajdhani/ Duranto Express	-do-	AC III Tier fare excluding Shatabdi/ Rajdhani/ Duranto Express
7	Associate professors	-do-	-do-	-do-
8	Assistant professors	-do-	-do-	-do-
9	The librarian	-do-	AC III Tier fare excluding Shatabdi/ Rajdhani/ Duranto Express	-do-
10	Assistant librarian	-do-	-do-	-do-
11	Lecturers, demonstrators	-do-	-do-	-do-



12	Technicians	-do-	-do-	-do-
13	All other cadres	-do-	-do-	-do-

(\*) refers to train distance via shortest route.

**Local conveyance:**

1. The local travel cost incurred by any staffer in an outstation location shall be reimbursed @ AC sedan cab rate from SI. No. 1 to 2 hired on full day basis.
2. The local travel cost incurred by any staffer in an outstation location shall be reimbursed @ AC hatchback cab rate from SI. No. 3 to 9 hired for the day basis.
3. The local travel cost incurred by any staffer in an outstation location shall be reimbursed non-AC hatchback cab rate from SI. No. 10 to 12 on point to point basis.

**Lodging:**

1. The lodging cost shall be reimbursed @ actuals up to a maximum of Rs. 6,000/- per night for SI. No. 1 & 2 above.
2. The lodging cost shall be reimbursed @ actuals up to a maximum of Rs. 5,000/- per night for SI. No. 3 to 6 above.
3. The lodging cost shall be reimbursed @ actuals up to a maximum of Rs. 4,000/- per night for SI. No. 7 to 9 above.
4. The lodging cost shall be reimbursed @ actuals up to a maximum of Rs. 2,000/- per night for SI. No. 10 and above.

**Boarding/ per diem:**

1. The boarding cost shall be reimbursed @ actuals up to a maximum of Rs. 2,000/- per day for SI. No. 1 & 2 above.
2. The boarding cost shall be reimbursed @ actuals up to a maximum of Rs. 1,500/- per day for SI. No. 3 to 6 above.
3. The boarding cost shall be reimbursed @ actuals up to a maximum of Rs. 1,000/- per day for SI. No. 7 to 9 above.
4. The boarding cost shall be reimbursed @ actuals up to a maximum of Rs. 800/- per day for SI. No. 10 and above.

**Note:**

1. In case of an international travel, the management may use discretion based on the country and the cost of travel etc and may consider such allowances as may be necessary to defray the cost of the travel.
2. In case of an emergency or a short notice travel a staffer may be allowed such higher allowances as may be necessary and as per the discretion of the management.
3. In case a staffer takes a day of leave during the travel, the days so taken leave shall be outside the purview of the reimbursement and the staffer shall not be entitled for any reimbursement for those days.
4. In case a staffer is attending the conference/ seminar and the organizers are arranging for the food, may be breakfast, lunch or dinner, the boarding allowances shall be accordingly reduced. The normal breakup of the boarding allowance shall be 25% for breakfast, 35% for the lunch & the



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balance 40% for the dinner. The break up shall be a guiding factor only if there is a breakfast, lunch or dinner provided as part of the hotel stay or a conference/seminar /symposium.

5. In case the lodging tariff is inclusive of a complimentary breakfast, then the boarding allowance shall be reduced by 25% as mentioned above.
6. In case the city of travel is other than the metros like Mumbai, Delhi, Kolkata, Chennai & Hyderabad, the lodging allowances shall be reduced by 20%. (Cities including - Ahmedabad, Agra, Amritsar, Allahabad, Bhillai, Bhubaneshwar, Belgaum, Bhopal, Coimbatore, Chandigarh, Faridabad, Guwahati, Gwalior, Gandhinagar, Hubli-Dharwad, Indore, Jaipur, Jamshedpur, Kanpur, Kochi, Lucknow, Mangalore, Mysore, Nagpur, Madurai, Nashik, Patna, Pondicherry, Pune, Raipur, Ranchi, Roorkee, Surat, Salem, Thrissur, Thiruvananthapuram, Vadodara, Visakhapatnam, Vijayawada, Varanasi).
7. If a travelling staffer stays with a friend or a relative in an outstation location, he/she can still claim the applicable allowances on account of lodging to the extent of 30% without production of bills and in such case boarding allowance will restrict to the extent of 70%.
8. The travelling staffers are advised to avoid taking their spouse along with them when they are on an official travel. In such a case, the lodging allowance shall be considered for single occupancy only.
9. The travelling staffers are advised to avoid using their personal motor car for official travel. However, for short distances of less than 500 kms they may do so. However, such travel requires prior permission from the Management and the reimbursement shall be restricted to the fuel cost incurred or the rates of the train fare/ airfare as eligible, whichever is less.
10. All the above permissible allowances are maximum limits. The claims shall be allowed on actuals subject to these limits.

The above Travel Allowances Rules comes in force with effect from date of this notification. The same may be brought to the notice of all concerned.

  
Vice Chancellor

### Copy to:

Pro Vice Chancellor; Registrar;  
Chief Financial Officer; Controller of Examinations  
All Deans; Professors; Associate Professors; Asst. Professors;  
Wardens; Librarian;