



Samarth In Participatory Action (SIPA) Travel Policy

The following travel rules shall come into effect from **1st July 2019** and shall be applicable on all employees of Samarth In Participatory Action Society (SIPA).

1. Defining ‘Official Tour’:

For the purpose of these rules, any official travel undertaken by the professionals and/or staff of SIPA outside the Municipal limits of headquarters i.e. normal place of posting of a person, involving more than 12 hours of absence from the place of posting, shall be considered as ‘official tour’.

The official will be eligible for DSA only while travelling outside base station. If official is staying in night at assigned field area in compliance to the need of project, actual lodging expenditures will be reimbursable on submission of bills/declaration.

However, field visits undertaken by the concerned field staff in their own project areas will not be treated as tour and, therefore, during such field visits, persons travelling within their respective project areas, shall not be entitled to make any claim for Daily Subsistence Allowance (DSA). Only in some exceptional cases, subject to prior written sanction from the Chief Operating Officer (COO) to this effect, a person may claim for DSA during such visits also.

Professionals and/or staff of SIPA undertaking an ‘Official Tour’ may be provided Travel Advances, if required, for travelling out of their respective base city for official purposes. It is advised that for short duration travel advance is not taken; actual reimbursement of bills should be claimed after completion of journey.

2. Categorisation of staff for TA/DA:

For the purpose of claiming Travelling Allowance and Daily Subsistence Allowance (DSA), the professionals and staff of SIPA have been grouped into following five categories:

Category	Monthly Gross Salary/Professional Fee (₹)
Category I	₹ 75,000 /- and above
Category II	Between ₹ 40,000 /- to ₹ 74,999 /-
Category III	Between ₹ 25,000 /- to ₹ 39,999 /-
Category IV	Between ₹ 15,000 /- to ₹ 24,999 /-
Category V	Up to ₹ 14,999 /-

Travel for official purpose will normally be admissible by the shortest route. However, the Chief Operating Officer may relax this condition wherever so justified.

The traveller shall be able to claim as per the defined rates in the policy or the budget provided, whichever is lower.

3. Mode of Travel:

Staff of all the categories is entitled to travel in 3rd AC/ AC Chair Car. However, a female staff travelling alone during night time can travel up to 2nd AC if required. Staff may travel in a higher class only if so, approved by appropriate authority.

Air travel/Taxi will require the prior approval of Chief Operating Officer/Appropriate Authority. However, Chief Operating Officer is entitled to travel by Air/Taxi.

4. Lodging:

The limits of lodging charges shall be as under:

Category	Lodging Limit / Day (₹)		
	Metro Cities	State Capital & Class I Cities	Cities other than Class I Cities
Category I	₹ 2,500 /-	₹ 2,500 /-	₹ 2,000 /-
Category II	₹ 2,000 /-	₹ 2,000 /-	₹ 1,500 /-
Category III	₹ 2,000 /-	₹ 1,500 /-	₹ 1,200 /-
Category IV & V	₹ 2,000 /-	₹ 1,500 /-	₹ 1,000 /-

Double Occupancy is encouraged wherever possible.

The lodging charges paid by an employee/ staff while on tour shall be reimbursed on production of receipt/ bills from hotel/guest house. The receipt must be stamped as 'Paid' by the Hotel /Guest house.

The excess expenditure over and above the aforesaid limit will be deducted from Salary/advances unless approval of Chief Operating Officer is obtained for such excess expenditure.

5. Daily Subsistence Allowance (DSA):

All staff members shall be entitled for the following DSA:

Category	DSA / Day (₹)		
	Metro Cities	State Capital & Class I Cities	Cities other than Class I Cities
Category I	₹ 1,000 /-	₹ 800 /-	₹ 700 /-
Category II	₹ 900 /-	₹ 600 /-	₹ 600 /-
Category III	₹ 750 /-	₹ 500 /-	₹ 500 /-
Category IV & V	₹ 500 /-	₹ 400 /-	₹ 300 /-

If any of the officials of SIPA is attending workshop/ meeting/ conference/ training organized by outside organizer, and if all arrangements are provided by the Organizer, then the employee shall be entitled for only 25% of DSA as per rates specified above.

An employee/ staff shall be entitled to claim DSA as per his grade provided:

- a. Prior Approval is sought for the tour.
- b. The travel duration should be more than 12 hours.
- c. In cases where travel is for 6 to 12 hours, the employee shall be entitled for 50% of applicable DSA.

5.1. DSA for staff travelling as Resource Person:

50% of the applicable DSA shall be admissible when a staff is travelling as resource person for Training Programs/Meetings/ SIPA's work/ Event etc, where boarding and lodging expenses are covered (breakfast, lunch and dinner) by the Office/ Organization/ Institution. If only lunch is provided, the applicable DSA rate will be 75%. The staff will be treated as resource person if he/she is a trainer or facilitator.

5.2. DSA for staff travelling as Participant in a Training/Workshop:

In case a staff is attending Event/ Workshop/Training/ Meeting as a participant either for Capacity Building or representing organization where boarding and lodging costs are covered, only 25% of the DSA will be applicable.

6. Board Rules for Overseas Travel:

The DSA for tour performed abroad would be as under:

For Western, European and other developed countries	: 25 US \$ / Day
For Asian/ African/ Other countries	: 15 US \$ / Day

Employee has to submit an undertaking that DSA has not been paid by the concerned institution. In case DSA has been paid to the employees by the concerned institution, no DSA shall be payable by SIPA. Document detailing the support provided by the agency should be attached with the travel claim.

The Chief Operating Officer at his own discretion, may decide on the eligibility criteria for DSA for foreign travel on a case to case basis.

7. Local Conveyance Rule:

Staff shall be eligible for claiming local conveyance in case of in city travel for official purposes.

Use of own vehicle for local travel can be claimed as under:

a. For Four-Wheeler : ₹ 8 /- per KM

b. For Two-Wheeler : ₹ 4 /- per KM

however, the above rates are subject to revision, depending upon the future increase/decrease in petrol/diesel prices.

Further local conveyance shall be permitted on the following basis:

Category	Means of Transportation
Category I	Taxi / Own Car
Category II to IV	Auto / Own Car (SUBJECT TO APPROVAL)
Category V	Bus / Auto (IF BUS IS NOT AVAILABLE FOR THE ROUT)

Category II to IV may be permitted for taxi in following circumstances:

- a. If staff member is going to field and she/he is carrying heavy learning material.
- b. If staff member has to catch train at odd hours i.e. between 10 P.M. and 7 A.M.

Any other exigency, subject to approval from the appropriate authority.

In case local travel is carried out by official vehicle, staff should ensure mentioning necessary details like Project name/purpose/ Budget line etc. in the Log book of the vehicle.

In case of tour conducted by Chief Operating Officer, actual expenditure on tour would be reimbursable subject to production of bills/ supporting documents.

8. Submission of Travel Claim:

Prior approval for any official tour, in the prescribed format should be sought from the Supervisor with a copy at **mis@sipaindia.in** Copy of tour approval and tour report needs to be attached with the travel claim, without which the travel claim is liable for rejection.

Upon returning to HO, within 3 days of the completion of tour, travel claim, in the prescribed format, along with all supporting documents needs to be submitted, to the Accounts Department for further process. It will be the responsibility of the concerned staff to seek approval from his supervisor and submit approved claim to the Accounts Department.

9. Categorisation of places for official travel:

9.1. Metro Cities:

Hyderabad, Delhi, Bangalore, Greater Mumbai, Chennai, Kolkata, Pune, Ahmedabad, Kanpur, Surat.

9.2. Class I Cities:

State	Cities
Andhra Pradesh	Vijayawada, Warangal, Visakhapatnam & Guntur
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh
Chhattisgarh	Durg-Bhilai Naga & Raipur
Gujrat	Rajkot, Jamnagar, Bhavnagar & Vadodara
Haryana	Gurgaon, Panchkula & Faridabad
Jammu & Kashmir	Srinagar & Jammu
Jharkhand	Jamshedpur, Dhanbad & Ranchi
Karnataka	Belgaum, Hubli-Dharwar, Mangalore & Mysore
Kerala	Kozhikode, Kochi & Thiruvananthapuram
Madhya Pradesh	Gwalior, Bhopal, Jabalpur & Indore
Maharashtra	Amravati, Aurangabad, Nasik, Nagpur, Bhiwandi, Sholapur & Kolhapur
Orissa	Cuttack & Bhubaneswar
Punjab	Amritsar, Jalandhar & Ludhiana
Pondicherry	Pondicherry
Rajasthan	Bikaner, Jodhpur, Kota & Jaipur
Tamil Nadu	Salem, Tirupur, Coimbatore, Tiruchirappalli & Madurai
Uttarakhand	Dehradun, Haridwar & Rishikesh
Uttar Pradesh	Moradabad, Meerut, Aligarh, Agra, Bareilly, Lucknow, Allahabad, Gorakhpur & Ghaziabad

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