

Travel Policy for Universities

The information contained in this document is the property of **AISECT GROUP OF UNIVERSITIES (AGU)** and is privileged, confidential or otherwise protected from disclosure. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means; electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of AGU. Legal action will be taken against any infringement.

Document Release Notice

Version	Release Date	Type of Document	Changes Made	Authorized By
1.0	01-12-2023	Travel Policy	Original Document	Dr. Aditi Chaturvedi (Director – AGU)

Soft copy of this document would be available on the HRMS Konnect Portal.

1. Official Travel

Purpose

This policy governs the reimbursement of travel and other expenses incurred during the conduct of university visits since employees are required to travel from time to time for work related purposes. The objective of the Official Travel policy is to reimburse employees for ordinary, necessary and reasonable expenses that are directly connected with or pertaining to the transaction of university visits and hence make official travel comfortable, productive and efficient. Employees are expected to exercise prudent business judgement regarding expenses covered by this policy.

When submitting expense reports to claim reimbursement, employees are expected neither to gain nor lose financially.

Applicability & Eligibility:

All Employees of the Universities in any department, wherever located in India are covered by this policy, while on travel, and does not pertain to home posting locations. It covers domestic travel for official purposes.

Effective:

This Policy comes into effect with immediate effect and super cedes any existing policy (if any).

Responsibilities:

- Employees who incur travel and other expenses are responsible for complying with this policy.
- Employees submitting expenses that are not in compliance with this policy risk delayed partial or forfeited reimbursement.
- Cases of significant abuse may result in disciplinary action.
- The Accounts & Finance department is responsible for ensuring that any expenses reimbursed or paid for by the university are in compliance with this Travel Policy (AGU).
- In cases where more than one employee is present for official meals, the senior most people preferably should settle and claim the expense.

For Example:- Mr. Ramesh, Grade G-3A employee takes the team of Grade G-4 employees for lunch, so Mr. Ramesh should be making the payment of the food bill and claim the same. Also, it should be ensured by Mr. Ramesh that none of the Grade G-4 employee claim this food bill. For reimbursement purposes senior most employees should claim the bill and should mention the employees covered under the bill, along with the purpose of the meeting.

Classified documents for internal circulation only

Official Travel Policy includes the following: -

Domestic Travel

Official Travel within the country would fall in the purview of Domestic Travel.

2. Definitions

- "Travelling"- Travelling would mean Inter City Travel i.e. visiting for official purpose from the Base Location to another city (Outside the limit of city).
- "Day" for travel purposes means a period of 24 hours. A period of 14 hours or more will be counted as full day and a period of less than 14 hours but exceeding minimum 6 hours will be counted as half day. The above time calculation for travel purposes would start from departure from the base location to another location.
- "Hotel Charges" means expense on account of room tariff, taxes thereon.
- "DA" means Daily Allowance which implies meeting expense on account of boarding and incidental expenses which inter-alia includes "expenses on tea/coffee, breakfast, lunch, snacks, dinner" and any other incidental expenses.
- "Fare or Ticket Charges" implies fare charges plus cost incurred on reservation paid to the authorities or travel agent.
- Classification of cities under the category of Metro, Big/Capital City, District and Block/ Village/Panchayat will be as per *Annexure A*.
- For the purpose of entitlement, rates will be inclusive of all taxes for reimbursement.

3. Travel Planning

Employees are expected to plan out their travel arrangements as early as possible. All available alternatives including teleconference / video conference etc. which would result in a lower cost to the company, must be explored and considered before opting for travel. Office hours should be avoided for travel purposes to get the maximum benefit of office hours.

- i. Prepare a travel plan that will include: a) mission to be accomplished b) itinerary c) budget of tour expenses (incl. travel, stay, F&B)
- ii. Obtain approval of the plan by respective HOD / Dean / Director / Registrar (as applicable).
- iii. Collect all information required for accomplishing the task before beginning the travel.
- iv. All-important meetings should be confirmed before the employee leaves the respective office.

- v. Check the normal work days'/business hours of the client/customer or any other person the employee intends to meet.
- vi. Employee should undertake the travel by the shortest route, which is economical to reach the destination, unless the HOD / Dean / Director / Registrar require the journey to be undertaken by any other route.
- vii. For travel of one day, as per the definition above, on a travel of more than 12 hours and less than 24 hours, employee should avoid booking a hotel for stay.

❖ **POINTERS FOR ADVANCES: -**

- 1) Travel requisition for all Employees of Universities have to be submitted in form of Advance Requisition Form to the respective Accounts Department, post tour plan approval from your respective HOD / Dean / Director / Registrar.
- 2) For two consecutive advances which remain unsettled, we will be forced to settle the same from your salary on the pending amount.

For University Employees: -

Employee/s travelling from University should reach out to your respective local Admin person, by sending an e- mail with details of Designation, Grade, Department, Dates of travel, City of travel and purpose of travel. Train/Bus/Taxi tickets will be booked through local Admin person only.

4. Entitlement for Travel

Employees are entitled for reimbursement of expenses incurred on travel, boarding, lodging, local conveyance and incidental expenses including food etc. (for self only). The entitlement grid gives guidelines on the mode of travel and limits for expenses under each category and type of accommodation available for each grade:

4.1 Hotel – Boarding & Lodging.

All employees travelling and staying at hotels, guest house or lodge will be required to submit hotel bills / bills respectively. For employees of Grade G-1, G-2A, G-2B, G-3A & G-3B it's mandatory to provide hotel bills.

In exceptional circumstances, for Grades G-3C, G-4 & G-5 if hotel bills are not available, a self-certified letter stating the reason for the same has to be submitted. (Annexure 5 – Format for the letter)

For Grades G-3B and below, twin sharing of hotel rooms is advisable.

In case of twin sharing, the eligibility amounts of hotel stay for two employees can be clubbed in such a manner that the higher eligibility amount is taken as 100% while the lower eligibility is taken @50%. In case of a third employee also sharing the room, his/her 50% eligibility is taken into account.

For e.g. Two employees, of Grade G-3B and G-3C share a single room and if their eligibility for the hotel for that particular city category is Rs 2000/- and Rs 1800/- respectively, they can take up a room of upto 100% of G-3B's eligibility which is Rs. 2000 + 50% of G-3C's eligibility i.e. 50% of Rs. 1800 which is 900 = Rs. 2000+Rs.900 =Rs.2900/-.

So the new eligibility is upto Rs. 2900/-.

In the above mentioned case, the employee should claim as per the example, i.e. the employee with higher eligibility should claim 100%; and employee with lower eligibility should claim 50% of his eligibility.

As a practice always book Continental Plan- CP (Tariff inclusive of breakfast).

4.2 Own Arrangement

- Where an employee (Grade G-3B, G-3C, G-4, G-5) makes his/her own arrangement to stay, in such a case the employee is entitled to claim 70% of the expense limit, applicable as per the expense limit sheet. In such case, the employee has to submit a self-declaration form stating details of his stay.

Example: Ritu (Grade G-3C) visited Raipur and made her own arrangement to stay at a friend's place. In this case, she is saving hotel expenses, hence as per the policy, she gets 70% of her eligible lodging i.e. her eligible Lodging is Rs. 1800 in Raipur as it is a "Big/ Capital City", so she now gets Rs. 1800 x 70% = Rs. 1260 as reimbursement.

4.3 Dearness Allowance – Food & Beverages –

- During travel, wherever food & beverages; Taxi or any other expenses are paid by the respective university, as a part of hospitality where the employee is travelling, employee should use this discretion and not claim the same again. Wherever such a claim is received, the concerned person of the respective university visited by the employee should inform to the Registrar / Accounts department regarding the expenses incurred

Classified documents for internal circulation only

for and on behalf of that

employee in the monthly bill being claimed.

Example: Mr. Sumit travels to Vaishali, Patna for official purpose, local Admin person as a gesture of hospitality arranged and paid for lunch and taxi facilities. Mr. Sumit should not be claiming the expense on lunch and local conveyance. Local Admin person in claiming monthly bill should mention the above incurred cost including details of person visited Vaishali, Patna University and purpose for Mr. Sumit's visit.

- For claiming D.A. Employees of Grade G-1, G-2A, G-2B and G-3A have to submit food bills, but on non-availability of bills, (with valid reasons and approval), food bills will be reimbursed 100% of D.A.
- For claiming D.A. Employees of Grade G-3B, G-3C, G-4 and G-5 have to submit food bills, but on non-availability of bills, (with valid reasons and approval), food bills will be reimbursed 100% of D.A.

4.4 Reimbursement of entitlement in case of Longer Stay when arrangements are self made by Employee:-

In case an employee travels to a particular location and has a continued stay in that location, for which arrangements are self-made by the employee:

Up to 3 days	70% of entitled limit
3-7 days	50% of entitled limit
7-10 days	25% of entitled limit
Above 10 days of stay	Approval from respective <i>HOD / Dean / Director / Registrar</i> is required

4.5 Female Employees (of Grade G-3C and G-4) will be eligible for 3AC category for train travel if travelling alone and for boarding & lodging entitlement will be as per eligibility of Grade G-3B or as per the approval of the respective HOD / Dean / Director / Registrar.

5. Procedure/Process Flow:-

The following process needs to be followed by employees travelling for official purposes:

- An employee is required to raise a travel requisition by filling the Travel Requisition Form and obtain approval from the respective HOD / Dean / Director / Registrar. Travel Requisition Form is available at HRMS Konnect Portal, under

Classified documents for internal circulation only

Travel Module.

- On obtaining approval, you need to immediately submit a request for advance, as per your entitlement, to Finance & Accounts Department.

- As far as possible, employee should plan the travel well in advance in order to avail lowest rates possible at least 7 days prior to the travel dates for air travel and hotel stay.
- Should the employee expect to incur any special expenses that go beyond the entitled allowance, employee should seek approval prior to the travel/incurred the expense from the above mentioned approval matrix.
- On successful completion of the Tour, employee has to submit Travel Reimbursement form compiled with the expense details and supporting documents (prescribed as per the SOP) by 25th of that month to his/her respective HOD / Dean / Director / Registrar.
- Duly verified and signed by respective HOD / Dean / Director / Registrar the bills have to be submitted to the Accounts department by 5th of the subsequent month.

Accounts and Finance department should process the same and provide the reimbursements by 15th of every month.

Process Flow:

Example 2: Puneet is based out of Hazaribagh and needs to travel from Hazaribagh to Khandwa, Madhya Pradesh. He would raise a travel requisition by filling the Travel Requisition Form and get it approved by his respective HOD / Dean / Director / Registrar. Once the approvals are obtained, he will submit the Form to Finance. Once he returns from the travel, he needs to fill the Travel Reimbursement Form, attach the relevant documents, get it signed by the respective HOD / Dean / Director / Registrar and submit the same to Finance within working days. Finance processes the same and reimburses the expenses within 3 working days.

Process Flow for University as per Annexure 1

❖ POINTERS FOR BILLS:-

- i. All bills in the stipulated format of each month have to be submitted by 25th of that month to the concern HOD / Dean / Director / Registrar. Duly verified and signed bills have to be submitted to the Accounts department by 5th of the subsequent month.
- ii. Bills which are torn, faded, not containing TIN number or correct address of the Hotel etc. will not be considered.

- iii. Overwriting on the bills will amount to rejection of the bills. If bills are overwritten a counter sign should be made thereof.
- iv. On bills or tickets not containing date, designation or time of travel, employee should provide description of the bills.
- v. The final call on authenticity and accuracy of bills will be of Accounts and Finance Department.
- vi. On receiving of the bills and on any discrepancy in bills, an e-mail to clarify the query will be send to respective HOD / Dean / Director / Registrar.

6. Travel By Train

The cost of reservation and confirmation of railway ticket to be paid to the authorities / T.C. / Travel agent should be Rs.100/-. In case the expenses exceed the above amounts, an approval needs to be taken from the respective HOD / Dean / Director / Registrar. Any other expenses on extension of travel, etc. should be subject to proper railway receipt.

7. Local Conveyance:

Intra City Travel -

- In case of Intra City Conveyance, only Grade G-1, G-2A and G-2B is eligible for taxi service in the city travelled to. In case of G-3A and below Grade, the conveyance can be claimed as per the Expense Sheet.

Intra City Travel - Within the City on the travelling location: -

S. No.	Grade of the Employee	Mode of transport
1	Grade G-3B, G-3C, G-4 & G-5	City Bus (within the specific limit) / Two Wheelers
2	Grade G-3A	Auto (within the specific limit) / Cab/Taxi
3	Grade G-1, G-2A and G- 2B	Cab/Taxi – respective bill approved by respective HOD / Dean / Director / Registrar

*One can travel by a mode of transport of a higher grade and claim for the same; however,

Classified documents for internal circulation only

reimbursement will be done as per the entitled limit.

Full day taxis are only allowed in case of full day travel or in certain other cases where less than full day taxi is not feasible. In case of employees taking a full day taxi, there should be a reason for the same which should be stated clearly in the Travel Requisition Form. Caution

should be exercised to ensure that the taxis should not be booked through hotels but through University only to minimize cost.

- Expense claim for local transportation need to be supported by a summary of travel within the city/town and purpose of travel.

All claims must be supported by travel log detailing the date and time of travel including places visited and for what purpose.

- Local Conveyance booked via any recognized online portals, OLA , Uber and Taxi for Sure will be reimbursed only on submission of the bills received on mail. (Refer to Annexure 2)
- Booking Confirmation or invoice in screenshot from mobiles will not be accepted for reimbursement. (Refer to Annexure 2A)

Inter –City Travel by Road

a. Travel by Shared/Hired Taxi

In case of inter-city travel to distances less than or equal to 300km for eg. Cities like Bhopal-Indore-Bhopal, Mumbai-Pune-Mumbai, Jaipur-Ajmer-Jaipur, Ahmedabad-Baroda-Surat, Raipur-Bilaspur-Raipur etc., and employees can travel by road as an option.

The following is the Eligibility: -

Grade	Eligibility	Taxi Type
Grade G-1 & G-2A	Hired Taxi	Swift Desire/SX4/Indigo/Hyundai/Ford Ikon/Innova or any other equivalent taxi
Grade G-2B & G-3A	Hired Taxi	Swift Desire/Indigo or any other equivalent taxi
Grade G-3B, G-3C & G-4	Shared Taxi/ Volvo	Indigo taxi or equivalent

* Individual travel in a hired taxi in case of work exigencies can be done ONLY for one-day tour post an approval from the respective HOD / Dean / Director / Registrar.

*One can travel by a mode of transport of a higher grade and claim for the same, however reimbursement will be done for the entitled limit.

Note:

If two or more employees are travelling at the same time to the same location, in such a case it is mandatory to travel together in one taxi.

Fuel Reimbursement in case of Travel by Own Vehicle

Employee can use his own vehicle for intercity & intracity travel, as per below grid and get fuel Reimbursement as per his Grade and eligibility.

Sr. No.	Employee Grade	Vehicle	Distance	Travel Reimbursement
1	Grade G-3B, G-3C, G-4 & G-5	Two wheeler	Up to 200 kms (to & fro)	Rs.7/km
2	Grade G-1, G-2A, G-2B & G-3A	Four wheeler		Rs.12/km

Road Travel of more than 200 kms should be via train, except in case of Volvo.

Employees can use their discretion in case they want to travel by their own vehicle for short distances considering safety and wear and tear of their vehicle. Company will not be liable for any damages to vehicle because of accident or any other reason.

In case employee travels inter -city by his/her own vehicle, the tour bill for fuel reimbursement needs to be submitted after approval by the respective HOD / Dean / Director / Registrar and the process of Travel Requisition and Travel Reimbursement should be followed.

No local conveyance will be paid during intercity travel by own vehicle, as fuel reimbursement will be paid.

The employee would follow the process of Travel Requisition and Travel Reimbursement approval as mentioned in the „*Procedure/Process Flow*. While reimbursing the amount, employees need to attach the RC copy of the vehicle. Wherever applicable, the tour bill must be supported by Toll Tax Receipt for fuel reimbursement. The vehicle should not be of commercial use and should be a private vehicle.

8. Booking through Online Portals :- Any employee when travelling and booking the travel through online portals following points should be kept in mind –

- On completion of tour, mail the Payment Confirmation Voucher should be sent to the

Classified documents for internal circulation only

local Admin person.

- Copy of the mail should be attached to the Travel Reimbursement Form. (Refer to Annexure 3)

- Booking confirmation mail will not be accepted for reimbursement purposes. (Refer to Annexure 4)
- Bills from recognized portals like Goibibo, makemytrip, agoda, travel guru will only be accepted with respect to online booking.

9. Exception Handling Matrix

For any exceptions to the policy, the approval needs to be taken from the final approving authority as under:

- a) For All Employees – respective HOD / Dean / Director / Registrar
- b) For Pro Chancellor/Vice Chancellor/Pro Vice Chancellor/Registrar/CFAO – respective Chancellor

Example 4. Suresh is an employee in Bhopal and his grade is G-3A and he needs to travel urgently for 1 day to Delhi to represent his senior in a conference. He is entitled to train travel only as per the grid. But because of the urgency, he should travel by Air. In such a case, post an approval from his respective Registrar, he needs to take an approval from the final approving authority i.e. respective Chancellor as an exception case and once approved can get the tickets booked.

All employees are required to obtain approval for final bill settlement from their respective Registrar, in no circumstances by passing the hierarchy will be permissible.

In case of any dispute regarding the eligibility or the interpretation of the rules, the decision of the Registrar would be the final.

❖ RULES & GUIDELINES DURING TRAVEL:-

1. Guest Entertainment

If an employee on travel is required to entertain an official guest, the supporting bills should be provided and name of the guest and the purpose of entertainment should be furnished separately post approval from the Respective Registrar.

**This entitlement is applicable only to Grade G-1, G-2A, G-2B, G-3A, G-3B.

2. Leave On Tour

If an employee takes a leave while on tour, he/she is NOT entitled for any DA for the number of leave days. Only in cases of emergency/ medical leave, he/she is entitled for DA.

3. Cancellation of Travel Tickets

In case the travel tickets are cancelled due to employee negligence, personal reasons etc., the cost of the tickets will be strictly borne by the employee only.

4. Non reimbursable expenses :-

Expenses incurred on the following are non-reimbursable and the employee will have to bear the expenses on his/her own:-

- Hotel room movies and any kind of personal entertainment
- Personal telephone expenses
- Spa Services, Parlour/Barber services
- Mini Bar
- Toiletries
- Frequent Flier Membership
- Traffic Fines
- Personal Purchases
- Expenses on Alcohol
- Expenses on Cigarettes
- Any other items of a personal nature.

Example: - Employee A at Grade G-3A has travelled to Bhopal for a meeting for 2 days. He has spent some extra money on food, mini bar, etc. While claiming for his TA/DA, he cannot claim for any personal expenditure like mini bar as per the policy.

The employee should maintain the dignity of the university and uphold the image of the Organization / AGU at all forums and interactions.

5. All expenses covered by this policy should be justified and commensurate with the type of journey and the position of the employee concerned.

6. All expenses incurred (except for private arrangement entitlement and out-of pocket expenses) should be supported by proof/bills for reimbursement purpose.

7. Any penalty paid by the employee for not adhering to the transport authorities' rules, such expenses will not be reimbursed. Exception for genuine reasons will be considered, subject to the approval of respective Registrar.

8. Except in cases, where the Management has specifically decided to the contrary, no traveling expenses will be admissible for reimbursement to employees recruited at any of the university's locations for reporting on duty at the place of work for the first time on appointment.

9. Official Work: Official work would mean work that is assigned to an employee by his superior for which he/she has to undertake travel. It would also include travel for the purpose of attending any seminars/training, market research, etc.

10. It is responsibility of the employee to check and ensure that along with main bill, supporting bills are attached, before making payment to the hotel. Justification for not attaching supporting bills as '**Not provided by the hotel**' is not acceptable and such expenses will not be reimbursed. Names are to be mentioned on the reverse of food bills irrespective of whether food is taken in the hotel of stay or outside. In absence of this, one may raise query for food bills exceeding limit. In case of hotel stay at places where university has guest house facilities, a note giving justification for not staying in guest house should be attached. Hotel bills are not to be bifurcated day wise. Total bill amount should be mentioned against the date on which bill is paid.

11. All supporting including travel tickets and boarding passes (for Air travel) should be in original. Boarding pass for air travel is must for confirmation of travel and for audit purpose. In case, original tickets and boarding passes (Air Travel) are not submitted, fare amount will be deducted from employee's salary for university booked tickets and for self-booking, no reimbursement will be made. Supporting documents should be serially numbered for cross-reference. If any supporting is misplaced, mention the same.

12. Accounts Department will have the discretion to return Requisition Form to the employee, if the same is either not in order as per the guidelines stated in this policy or forwarded without proper justification for any deviation.

13. In case of more than one employee travelling together on conferences, seminars etc, they are encouraged to avail double occupancy.

14. If at any point an employee exceeds the limit of entitlement as per expense limit sheet, the respective Registrar has to counter sign along with the justification by the employee.

15. Employee must ensure to communicate respective Admin/HR department in advance about his/her entitlement, otherwise it will be responsibility of employee to bear the differential in case room rent is higher than his entitlement or a taxi/conveyance of higher grade is booked for him/her).

Sequence of Documents:-

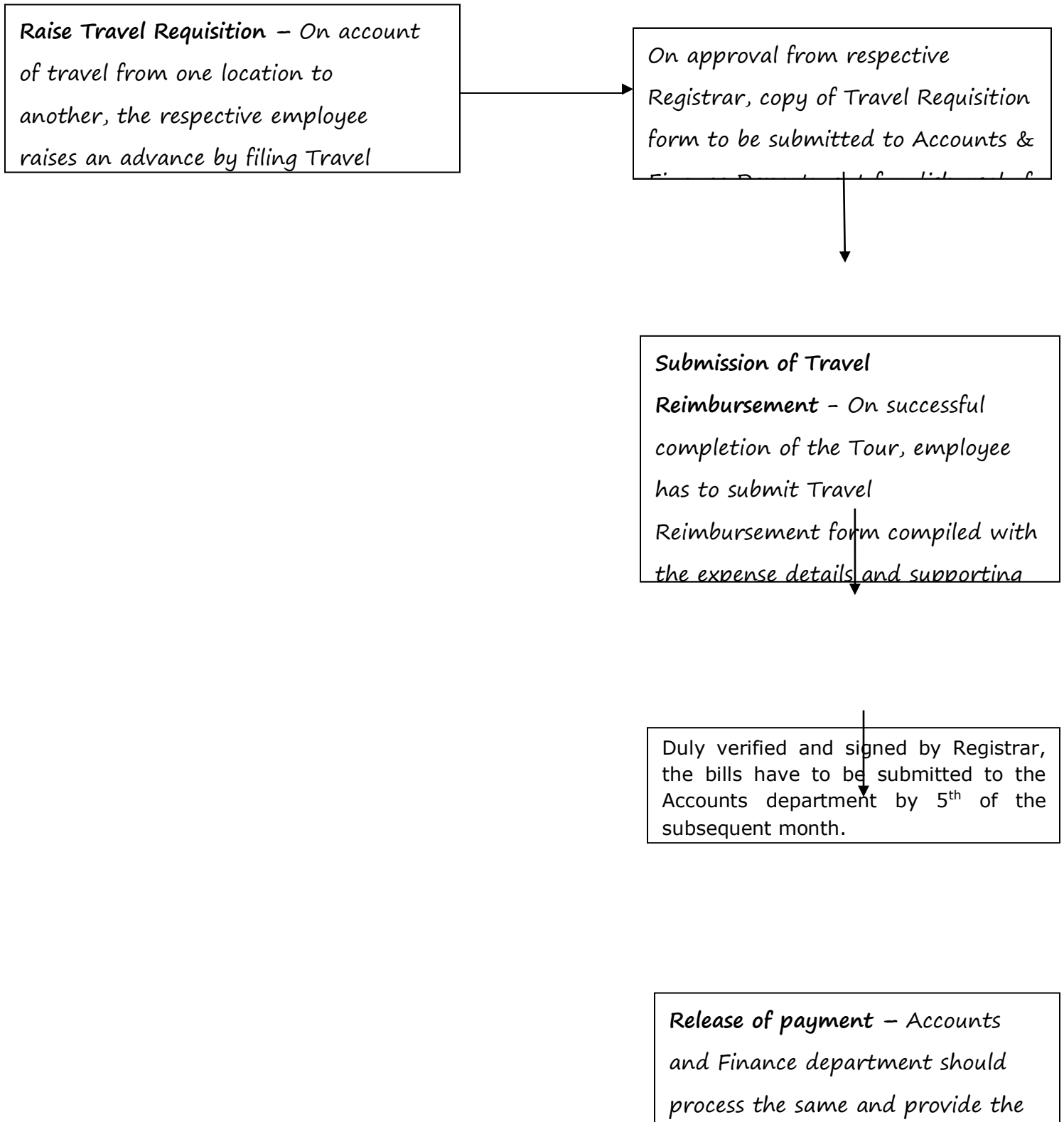
1. Tour Report
2. Tour Advance Requisition Form (copy) and a Copy of Ledger duly provided by the Accounts & Finance Department.
3. Air/Train/ Bus Ticket
4. Hotel/ Accommodation Bills
5. In absence of bills, self-declaration certificate
6. Food Bills
7. Local Conveyance bills (as per limit) Annexure 5

ANNEXURE - City Classification**ANNEXURE - A**

STATE	METRO CITY	BIG CITY/STATE CAPITAL	DISTRICT	BLOCK
Andhra Pradesh	Amaravati/ Hyderabad	Vijayawada, Warangal, Vishapatnam, Guntur		
Arunachal Pradesh	-	Itanagar		
<u>Assam</u>	-	Guwahati		
Bihar	-	Patna		
Chandigarh	-	Chandigarh		
Chhattisgarh	-	Raipur		
Delhi	Delhi			
Goa	-	Goa		
Gujarat	Ahmedabad	Gandhinagar, Rajkot, Jamnagar, Vadodara, Surat		
Haryana	Gurgaon, Faridabad	Panchkula		
Himachal Pradesh	-	Shimla		
Jammu & Kashmir	-	Jammu, Srinagar		
Jharkhand		Ranchi, Jamshedpur, Dhanbad		
Karnataka	Bengaluru	Belgaum, Hubli-Dhanbad, Mangalore, Mysore		
Kerala		Kozhikode, Kochi, Thiruvananthapuram		
Madhya Pradesh		Gwalior, Indore, Bhopal		

Maharashtra	Mumbai, Pune	Nagpur		
Manipur		Imphal		
Meghalaya		Shillong		
Mizoram		Aizawl		
Nagaland		Kohima		
Orissa		Cuttack, Bhubaneswar		
Punjab		Amritsar, Jalandhar, Ludhina		
Pondicherry		Pondicherry		
Rajasthan		Jaipur, Jodhpur, Kota, Udaipur		
Sikkim				
Tamil Naidu	Chennai	Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai		
Telangana	Hyderabad			
Uttar Pradesh	Noida	Agra, Lucknow, Kanpur, Allahabad, Varanasi		
Uttrakhand		Dehradun		
West Bengal	Kolkata	Asansol		

FOR UNIVERSITY EMPLOYEES – Annexure 1

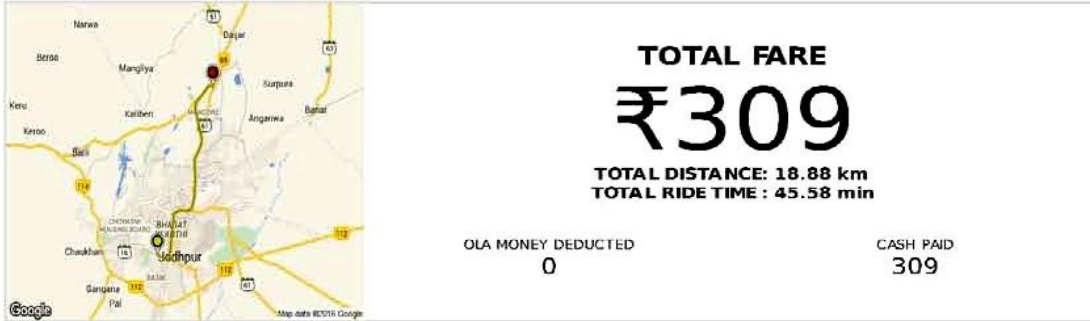


Annexure 2 – Appropriate Mail Received



INVOICE NO. **186780062**
15 Feb, 2016

OLA XYZ
Thanks for using Olacabs



FARE BREAKUP

First 2 km:	₹49.0
Rate for 16.88 km:	₹202.56
Free ride time (5 min)	₹0.0
Ride time charge for 40.58 min:	₹40.58
Total tax	₹16.94

TAX BREAKUP

Service Tax	₹16.36
Swachh Bharat cess	₹0.58
(Taxes added to your total fare)	

BOOKING DETAILS

Service type	Jodhpur, Cab, Mini
Booking Date	15 Feb, 2016, 11:27 am
Pickup Date	15 Feb, 2016, 11:32 am
Booking Email id	xyz@gmail.com

Base Fare of ₹49. for the first 2 km and ₹12/km thereafter. Ride time at ₹1.0 per min after first 5 min. includes waiting time during the trip.

Additional service tax is applicable on your fare. Total fare includes this additional service tax. Toll and parking charges are extra.

We levy Peak Pricing charges when the demand is high, so that we can make more cabs available to you and continue to serve you efficiently.

For queries or complaints, please visit our [Support page](#)

This is an electronically generated invoice and does not require signature. All terms and conditions are as given on www.olacabs.com.

A Wing' Sunteck Centre, 37-40 Subhash Road, Off. Western Express Highway, Vile Parle (East), Mumbai - 400057
Service Tax # AAJCA1389GSD001, Service Tax Category Cab Operator, PAN No. AAJCA1389G,
CIN:U72900MH2010PTC240894
Tel: +91 22 3355 3355, Fax: 022 30947974 www.olacabs.com

©ANI Technologies Pvt. Ltd



Uber

Mon, Jan 23, 2017 at 11:24 AM

Your Saturday morning

Receipts <uber.india@uber.com>
To: abc@gmail.com



xyz
GO

ah

20

N

22

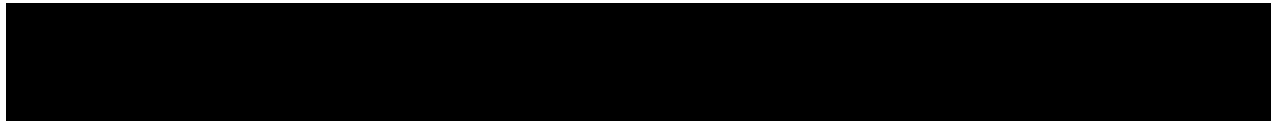


GO
Vehicle

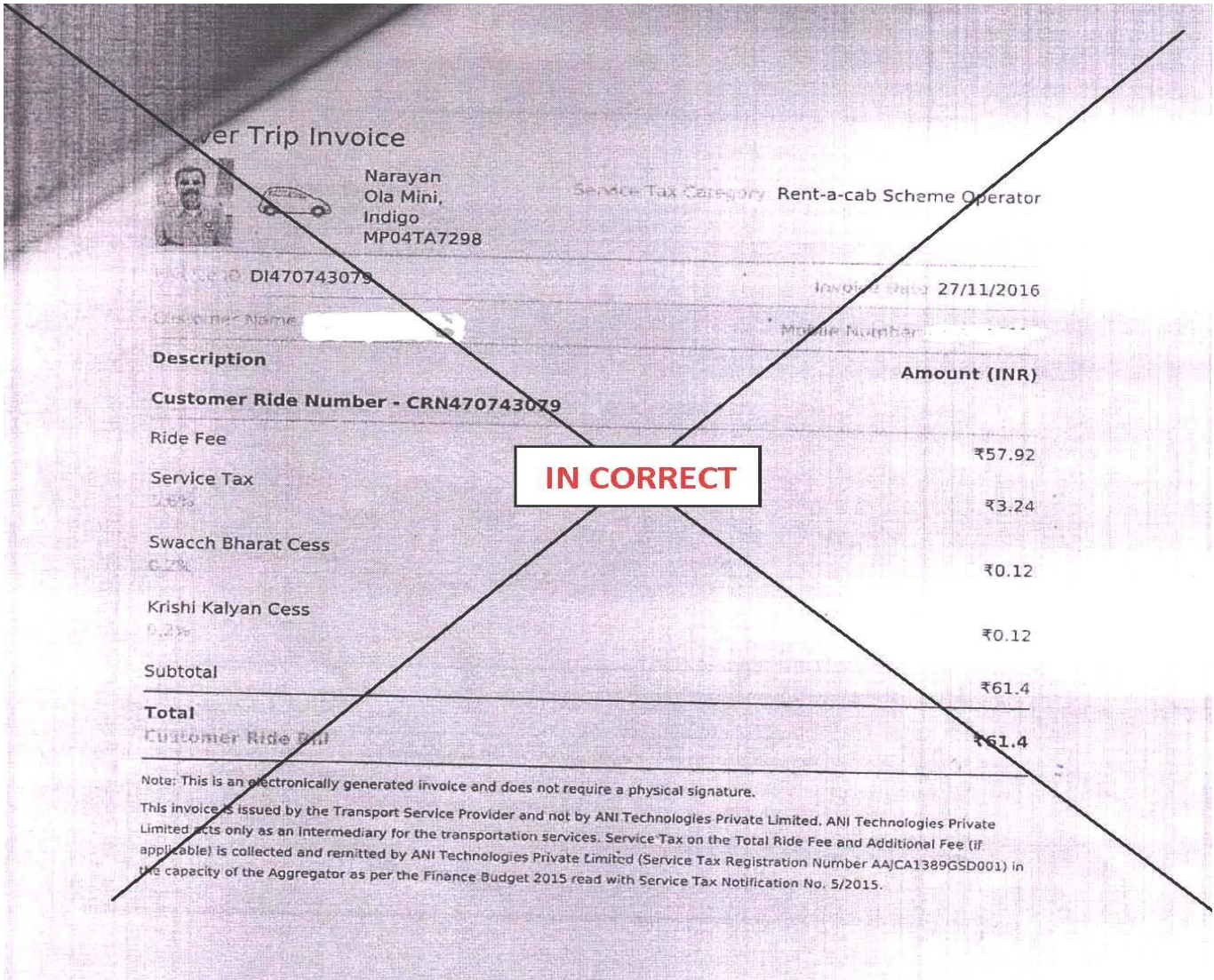
am
3:40
ime

Y
9.
kil

This is an electronically generated Invoice and does not require signature. All Terms and conditions are as given on www.uber.com



Annexure 2A- Incorrect screenshot or trip summary



Annexure 3 – Correct Payment Receipt



PAYMENT RECEIPT

Guest Name:

Date: 04/05/2016

Hotel Details	Check In Booking ID BWKS3616	Check Out Payment Mode Cash at Hotel	Rooms
DESCRIPTION		RATE	AMOUNT
Double Occupancy Room Tariff		Rs 2549 x 1 Nights	Rs 2549
Discount	Coupon Code OYOAPP30 (Rs 765)		Rs 765
Grand Total			Rs 1784
Payment received by OYO	Paid through Cash At Hotel (Rs 1784)		Rs 1784
Balance (if any)			Rs 0

Note : All Payment to be made in favor of Oravel Stays Pvt. Ltd.

Bank Name
HDFC Bank

Account No.
3279974026

Address
209-214, Kailash Building26, Kasturba Gandhi Marg,
New Delhi,
New Delhi - 110001

IFSC CODE
HDFC0000003

CIN
U63090DL2012PTC231770

SERVICE TAX NO.
AABCO6063DSD001

PAN
AABCO6063D

For Tax Invoice please contact hotel at checkout.

Annexure 4 – Incorrect booking confirmation

1/30/2017

Gmail - Booking Confirmed - OYO Rooms Sector 56 B Block, Booking No. VLPY9782



Booking Confirmed - OYO Rooms Sector 56 B Block, Booking No. VLPY9782

noreply@oyorooms.com <noreply@oyorooms.com>
To: [REDACTED]

Mon, Mar 7, 2016 at 9:54 P



Booking Confirmation

Hey [REDACTED]

Thank you for booking with us. Your booking with OYO Rooms Sector 56 B Block is confirmed.



OYO Rooms Sector 56 B Block
Hotel Name: Deep House
Hotel Address: B-21, Sector 56, Noida

DIRECTIONS

Reach Sarla Chopra DAV School, head to Sector 12/22 and take second left. Turn right after 100 m, then again turn right towards B Block and spot OYO on your right (after 50 m).

For help, call +91-93139 31393



BOOKING DETAILS

BOOKING NO	VLPY9782
CHECK-IN	2016-03-08
CHECK-OUT	2016-03-10
NIGHT(s)	2
ROOM DETAILS	1 Guest 1 Room 1 SINGLE ROOM
TARIFF	₹ 2898
DISCOUNT	0
MINIMUM ADVANCE	2898
ADVANCE PAID	2898
TOTAL	₹ 0
PAYMENT STATUS	Completed

IMPORTANT:

<https://mail.google.com/mail/u/1/?ui=2&ik=c7a14ebd3e&view=pt&q=oyorooms&qv=true&search=query&msg=15351e514052c336&siml=15351e514052c336>

ANNEXURE 5

I hereby certify that for the purpose of official travel, boarding arrangements were self-made.

Following are the details of stay: -

From (Date of Stay) -

To (Date of Stay) -

Location of Stay -

Name of the Host -

Address of the Stay -

Purpose of Stay -

Signature of the Claimant

Counter Signed by Registrar

Process Owners:

Policy Formulation: HR

Expense reimbursement: Finance

Accounting and record of official travel: Finance

Amendments/Modifications: HR

Any travel whether National or International, if it is regarding an event, sponsored trip, annual meet, it will be governed by the rules applicable to that event.

The university reserves the right to amend, alter, modify or cancel any or all the above rules without assigning any reason or prior notice.

EXPENSE LIMITS OF EMPLOYEES WHILE ON OFFICIAL TRAVEL

GRADES	LODGING (WITH BILLS) +GST				D.A. (WITH BILLS) +GST				LOCAL CONVEYANCE (WITH BILLS)				MODE OF TRAVEL
	METRO	STATE CAPITAL/ BIG CITY	DISTRIC T	BLOCK	METRO	STATE CAPITAL/ BIG CITY	DISTRIC T	BLOCK	METRO	STATE CAPITAL/ BIG CITY	DISTRIC T	BLOCK	
	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	Limit in Rupees	
G-1	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	FLIGHT / 1st AC. Self-discretion
G-2A	8400	7400	5400	4400	3900	3600	3400	2900	pre-approved vehicles or on actuals				FLIGHT / 1st AC / 2nd AC. Self-discretion
G-2B	4200	3900	3400	2900	2200	1900	1600	1500	pre-approved vehicles or on actuals				2nd AC
G-3A	3400	3200	2900	2600	1900	1600	1400	1300	pre-approved vehicles or on actuals				2nd AC
G-3B	2500	2300	2000	1700	1300	1200	1100	1000	1100/D AY	950/DAY	850/D AY	700/D AY	3rd AC
G-3C	1700	1500	1300	1200	1000	950	900	850	800/DAY	700/DAY	500/D AY	400/DAY	Sleeper
G-4	1600	1400	1200	1100	950	900	850	800	800/DAY	700/DAY	500/D AY	400/DAY	Sleeper
G-5	1100	900	800	600	600	550	500	450	400/DAY (two wheeler or public transport)	300/DAY (two wheeler or public transport)	250/D AY (two wheeler or public transport)	200/D AY (two wheeler or public transport)	Sleeper

<UNIVERSITY NAME>

<TRAVELLING EXPENSE BILL FOR
MONTH OF>

EMPLOYEE NAME :		DESIGNATION :		TOUR PROGRAMM APPROVED BY :										
EMPLOYEE CODE :		DEPARTMENT/OFFICE :		DATE :										
DATE	DEPARTURE		ARRIVAL		LOCATIO N	TOTAL L KM	MODE OF TRAVE L	FARE	HOTEL RENT	DA	LOCAL CONVEYANCE	PRINT / STATION ARY/MO S BILE	OTHER S	TOTAL
	TIME	STATIO N	TIME	STATION	PARTICUL AR OF JOURNEY									
GRAND TOTAL														
TOUR ADVANCE DRAWN :														

TA BILLS SUBMITTED			TOUR PURPOSE	
BALANCE AMOUNT PAYABLE/REFUNDABLE				
ENCLOSED :				
DECLARATION :	I/WE HEREBY DECLARE THAT THE ABOVE STATEMENT AND INFORMATON ARE CORRECT TO OF MY / OUR KNOWLEDGE AND BELIEF.			
SUBMITTED		VERIFIED BY		APPROVED BY
BY				

<LOCAL CONVEYANCE CLAIM FORM FOR
THE MONTH OF>

EMPLOYEE NAME :

S.NO	DATE	LOCATION	FROM	TO	MODE	PURPOSE OF VISIT	AMOUNT
1							
2							
3							
4							
5							
GRAND TOTAL							

SUBMITTED

VERIFIED BY

APPROVED BY

BY

Classified documents for internal circulation only