



Travel Policy

Updated June, 2023

Prepared in June, 2015 and updated in July 2019

The following policy is drafted to clarify the travel related policy of DFY. The purpose of this policy is to (a) outline the authorization and reimbursement process for travel arrangements and expenses; (b) list the company-paid travel expenses; and (c) establish protocols that oversee the travel arrangement process.

- All business travel organized and paid by the organization should be approved prior to travel, and before any prepayments can be made.
- Approval (Documented approval) prior to the trip insures the activity is approved; funds are available for reimbursement of expenses; travel is allowable on the funds; and staff members are covered under compensation insurance.
- **The use of virtual technology, instead of travel, as a means of communication is strongly encouraged.** Travel should occur only when there is significant added value to the organization and our stakeholders that cannot be accomplished through conference calls, videoconferencing, or web conferencing (e-meetings). As part of the approval process for travel, managers are required to certify that there are no alternative means which are feasible to meet the objectives of the proposed travel. The approved travel request is confirmation that a staff member is authorized to travel on official duty for DFY. It defines the entitlements and parameters of authorized travel.
- Once managers have approved the need for travel, and certified that there is no alternative means to meet the objectives of the proposed travel, the following steps will be followed:
 - Creation of the Travel Request (TR) and
 - Approval of the request. Travel request creation and approval to be taken.

1. Creation of the Travel request (TR)

The TR is a formal document to secure approval to incur travel expenses and undertake travel status. The request must be submitted for all travel performed by individuals traveling on official business organised and due to be paid by DFY.

2. Travel approval

A request to travel shall be authorized as follows: In exceptional cases, where the staff member is orally approved to travel, and ticket issuance must occur immediately, the TR shall be created and approved within 24 hours of the verbal approval. In Admin office (Delhi), exceptional cases are to be approved by President or Director of HR. Outside of Admin Office in Delhi, the concerned Director or the Deputy must approve exceptions. In such cases, subsequent written confirmation is required by the staff member's supervisor.

Location	Travel by	Authorized by
Headquarters	General	Director of concerned unit
	Directors	President
Regional office or Project Offices	General	Deputy Head or Senior Program Manager
	Head of the Regional Office or Project Office	Concerned Director

3. Delegation of Authority

The authoriser can delegate the role of travel approver if this is done formally in writing and understood and accepted in writing by the person who is delegated. The written delegation should include a description of the authorities being delegated, effective date of the delegation and any specific limitations imposed including restrictions on further delegation. Duty travel should not be authorized by an official reporting to the traveller, with the no exception.

Under no circumstances shall a staff member authorise or process his/her own travel.

4. Travel of Individual Contractors (IC) and Non-staff Members

Contractors / Consultants / Volunteers / Interns, are not DFY staff members, if travel is required in their Terms of Reference then their remuneration should also cover their travel costs. In cases where remuneration is not involved, such costs should be included in costs generally undertaken for teams purposes except for situation where separate travel of these personal is unavoidable. Under these cases it should be specifically allocated for a project costs. Either way, consultant's agreement should spell out in detail the responsibilities of the parties and how the travel should be compensated, arranged, and facilitated. In the event that Consultants must undertake duty travel paid by the organisation, the policy and procedures outlined herewith apply. The policy detailing the route mode and standard of accommodation established for the contract modality should be referred to in the event that travel arrangements need to be made for consultants or other non-staff members (Service Contract holders; Government Officials, pro bono service providers, etc.).

5. Group Travel Option

- For one-time workshop participants of 20 or more who are non-staff members that do not hold a Service Contract and when:
 - The total travel payment (e.g. DSA and/or terminal expense) for individual participants are less than INR 20,000.
 - DFY provides conference organization services to, partners, donors and is requested by these donors/ agencies to affect a payment to participants in cash at a location where banking services are not available.
 - Partners and donors do not mandate the payment of a travel advance (80%) with the balance (20%) processed post travel through a travel claim.
 - For workshops that meet the standard outlined above it is not compulsory to process the travel. Offices should seek bank cash delivery options where available. In the absence of a bank delivery option the Project Cash Advance arrangement can be followed.
 - With the aim to reduce costs as well as the administrative burden, offices should treat group travel of 20 or more participants as a separate project and plan accordingly.
 - Travel approval has two steps:
 - Create and process the TR- TR creation can be done by the traveler or the travel arranger- who may also be the travel processor
 - Approve the request- Approval of Travel

The TR should contain, at minimum, the following information:

- Name, index # (if available) and vendor # (if processing a payment electronically) of traveller;
- Purpose of travel;
- Authorised itinerary; and preferred (by traveller) itinerary;
- Dates of official business;
- Ticket cost (if any);
- Mode of transportation;
- Travel advance if any (DSA; terminal, etc.);
- Chart of accounts/ Project budget.
- For each authorised trip, an approved travel request will be obtained prior to finalising travel arrangements (issuing tickets, DSA and travel advance).
- Once the authorising unit fully approves the TR, the authorisation is sent to a travel agency for ticket issuance. The system also issues the travel advance, where applicable, by electronic fund transfer (EFT) within seven (7) calendar days.

6. Mixing Business Travel with Personal Travel

When official travel is combined with personal travel, the TR must identify both the “authorized itinerary” and the “preferred itinerary”. At Admin office in Delhi, if approved, the travel agency issues the requested ticketing and collects directly from the traveller any additional costs resulting from the deviation, where allowed by the carrier. In cases if additional costs are incurred as a result of personal travel they are paid directly to the travel agency or reimbursed by the traveller to DFY.

Roles and Responsibilities

ROLES	RESPONSIBILITIES
Traveller	<ul style="list-style-type: none"> ⌚ Agree travel requirements with their manager prior to requesting the initiation of a travel request. Detail the travel requirement in order for a travel request to be raised. The travel requirement should include the latest possible arrival and the earliest possible departure time and preferred mode of travel. The agreement should be recorded in writing or captured electronically. ⌚ Obtain his/her supervisor’s clearance if traveling for another unit. ⌚ Create the travel request.
Travel Processor	<ul style="list-style-type: none"> ⌚ Create the travel request (if the traveller has not already done so). ⌚ Process travel request. ⌚ Application of the travel policy. Ensures the request adheres to the route, mode and standard of accommodation and Daily Subsistence Allowance (DSA) guidelines. ⌚ Validates the Chart of Accounts (COA) is correct, ensuring sufficient funds are available in the budget. ⌚ Use of funds is appropriate and allowable. ⌚ Confirms the request reflects the travel requirement provided by the traveller.
Approver	<ul style="list-style-type: none"> ⌚ Approves the validity of travel as official and authorized. ⌚ Validates the travel requirement is based upon the latest possible arrival and the earliest possible departure time. ⌚ Certifies that there are no alternative means which are feasible to meet the objectives of the proposed travel. ⌚ Responsible for controlling the level of travel in accordance with budget and greening goals.

Notes	<ul style="list-style-type: none"> ⌚ The level one (Travel Processor) and level two (Approver) approval role must be fulfilled by a different individual. ⌚ A traveler can submit but cannot process or approve their own travel request ⌚ A staff member traveling for another unit shall obtain his/her supervisor's clearance
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7. Reimbursement of Expenses-

In cases where prior approval is not obtained through TRF, It is the policy of Doctors For You to **reject any claims from staff to reimburse expenses** incurred during related travel. For Employees seeking reimbursement when cases of approved travel have incurred unanticipated expenses - approval verbally during the trip- staff can claim reimbursement of the same along with the balance 20% of the travel cost which is due upon completion of the travel and submission of supporting documents. In such cases a approval form needs to be attached after the trip to prove approval was taken prior to incurring such expenses. These expenses should be reasonable travel expenses and all ensures must be exercised to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

All business-related travel expenses must comply with Organisation finance policy.

8. Authorisation and Reimbursements.

All Organization travel arrangements must be authorised by Line manager and have to be arranged through the travel dept following the established procedure. The booking is to be done through the channel partner by the travel team and employees are not allowed to make the arrangement except for local road transportation where travel dept doesn't have established Chanel partners. On the Travel Expense Report, employees must include all Organization -paid expenses and personal expenses. The finance department is responsible for examining the Travel Expense Report and finalising reimbursement payments.

9. Use of Personal funds

Traveler's should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable as per section 7 of Travel Policy. DFY reserves the right to deny reimbursement of expenses for failure to comply with policies and procedures. Traveler's who use any amount of personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

10. Travel Arrangement:

All travel arrangements must be reserved at least 7 days before the travel date. The logistics/ admin department is responsible for the booking through channel partners through the travel desk and all payments of all transportation, accommodation, and travel-related expense will be taken care by Finance dept upon submission of relevant documents along with TR.

10.1 Route, Mode of Transportation, and Standard of Accommodation

The basic considerations related to official travel organized and paid by DFY are defined as follows:

- Routing (most economical route of travel from the place of origin to the official destination that does not exceed the most direct route by six (6) hours or more AND does not add a connection).
- The preferred mode of transportation (e.g. rail, road, sea / inland water or air).
- Standard of accommodation (i.e. authorized class of travel).

Air travel is the largest source of greenhouse emissions associated with any mode of travel. Therefore all efforts will be taken to minimise air travel and replaced with other forms of communications to the extent possible in order to reduce our environmental impact. Where travel is necessary, travel modes and routes should be selected to reduce the environmental impact of that travel.

10.2 Route and Mode of Travel

The normal route and mode of transportation for all official travel is the most economical route by air that does not exceed the most direct route by Six (6) hours or more AND does not add an extra connection. When the journey duration is less than eight (8) hours, rail and other ground transportation will be selected to reduce the environmental impact of that travel. An alternative route and mode of transportation may be approved when, in the opinion of the President, it is in the best interest of the organization.

10.3 Travel Insurance

DFY will take all effort to insure the travel of the staff who have significant travel component as a part of their project. This will include medical as well as life insurance for the concerned employee.

10.4 Travel Planning

DFY units and Project Offices (POs) are encouraged to establish a travel plan (not mandatory) in advance as part of their annual and/or monthly work plan.

10.5 Making Reservations

An official itinerary is created when you are requested to travel on behalf of the organization. It defines the origin, official destination and any stopovers including official dates and times of travel. The traveller must provide the travel agency with the latest possible arrival date and time, the earliest possible departure date and time and preferred mode of travel to establish the official itinerary. The official departure date is normally the day on which travel must start to allow the traveller to arrive at the place of official business before commencement of duties. The official return date is normally the day after duties on official business have ended. Travellers or arrangers must make the travel reservations through the designated travel agency for their office.

The traveller should make travel arrangements as early as possible. As soon as the trip is approved, and even before the TR is actually created, flight reservations should be made with the travel agency in order to obtain the official itinerary and most economical fare for the trip. The booked itinerary identifies stopovers and is used to determine the estimated trip cost including terminal expense, DSA and transportation all of which are required to prepare the Travel Request (TR).

- In making flight reservations when the TR is not yet available, the traveller should inform the logistics team/travel desk of both the official itinerary and any requested itinerary (if applicable) so that the logistics team/travel desk may be guided accordingly in determining the official route, travel time and rest stops. logistics team/travel desk will however review these against the approved TR.

- Flight/train reservations and fares are often subject to ticketing deadlines. It is therefore ***important that the travel desk receive the approved TR as early as possible***. Late receipt of TRs by the travel desk could result in flight/train reservations being cancelled and/or much higher ticket costs.

11. Arranging Accommodation

The table below identifies the applicable classes of service with respect to travel duration, traveller type and purpose of travel. Travel time is calculated from the origin to the destination, based on the scheduled departure and arrival times, with up to two (2) hours added for transit time (i.e. the time one spends in awaiting for a mode of transportation). The most direct route is defined as the shortest journey time from origin to destination with the least number of stops.

- The normal route and mode of transportation for all official travel is the most economical route provided the whole journey does not exceed the most direct route by six (6) hours or more AND does not add a connection. For simple round trip itineraries, when the outbound journey duration differs from the return flight/train, the combined travel time of all legs is totaled to identify the most direct travel for the trip. The calculation of travel time shall include scheduled stops for change of planes/train and other purposes. The reason for calculating the total journey duration (outbound and inbound) in these instances is to identify the airline/train with the most direct service because fares are typically cheaper when ticketing with one airline/train round trip versus issuing two one way tickets.
- Deviations from the approved route, mode of transportation or standard of accommodation may be made for personal convenience as long as it does not increase costs to the organization or increase the travel time allowance beyond what it would have been with the approved route.
- Use of a more economical fare does not entitle a traveller to further transportation or to purchase another ticket using any savings. If the traveller elects to downgrade the class of service, reducing travel costs as well as substantially reducing the traveller's environmental impact, the lowest fare will then be calculated in the down-graded class of service based on the same route and airline carrier.
- A tolerance threshold in the cost of tickets is provided for the sole purpose of allowing the traveller some flexibility in the choice of departure/arrival airports/carrier and/or rest stops, where applicable. If the difference between the fare for a requested itinerary and the fare for the official itinerary is INR 1000, or less, it is at the authorising unit's discretion to approve and pay for the requested itinerary fare. If the difference exceeds the threshold of INR 1000, even by one INR, the traveller will pay the full difference in fare.
- If a traveller combines personal and official travel, the personal segments must be booked at the same time as the official portion. Please note that the tolerance threshold in the cost of tickets referred to above cannot be used to fund personal travel segments.
- In the event that the official portion of the trip is cancelled or postponed, DFY will not be responsible for any expenses/losses that may be incurred by the traveller in connection with the personal portion of the itinerary. The traveler is responsible for any delays, penalties or additional expenses incurred as a result of personal deviations. A traveller who deviates from the approved travel route for his/her personal convenience is not covered by DFY liability during the legs of the journey which correspond to the deviation from the approved route.
- Travellers that choose an indirect route who are otherwise eligible for a stopover will be entitled to such stopover with appropriate DSA (not to exceed the DSA at the stopover by the most direct route or destination if a direct flight was possible).

12. Advance Ticket Purchase / Changes to Travel Itineraries

It is strongly encouraged to confirm travel itineraries as early as possible and **purchase (not only book)** airline tickets at least 7 days in advance of travel when traveling to have the best opportunity to confirm the lowest fare. Wherever possible, changes to advance bookings should be avoided. In the event that a change is required, incurring fees which are greater than the funds encumbered during the authorisation process, the change must be approved by the appropriate authorising official.

It is the traveller's responsibility to notify the designated travel agency of a trip cancellation prior to the scheduled departure date. If the ticket is non-refundable DFY may be able to rebook the ticket and use the unused portion, after any applicable fees and charges, to a future trip with the same provider. Where possible, the designated travel agency will provide the requirements and process to re-use the ticket. In the absence of a designated travel agency the airline should be notified of a trip cancellation prior to the scheduled departure date and will guide appropriately if the ticket can be refunded or re-used for future travel.

13. Travel Time and Rest Stopovers

Travel time is determined on the basis of the most economical route, either by air or by the fastest available surface mode of transportation when air travel is not used that does not exceed the most direct route by six (6) hours or more AND does not add a connection. When the journey duration is less than eight (8) hours, rail and other ground transportation may be strongly encouraged where available and secure to reduce the environmental impact of that travel.

Journey time is calculated by combining the flying time of all legs of the journey to a destination by the most economical route that does not exceed the most direct route by six (6) hours or more AND does not add a connection, plus up to two (2) hours of transit time, provided the journey is not interrupted for official stops of more than 24 hours. If a journey is interrupted en route for official business for more than 24 hours, the standard of accommodation is based on the duration of the travel to that official stop location.

Actual travel time spent by a staff member during a normal working day will not be charged to annual leave. A staff member will be granted a compensatory day off if required to travel on a non-working day to or from the duty station to a place of trip. This compensatory day off may be exercised immediately after the non-working day or within four (4) months of return to the duty station, upon approval. If a staff member is required to travel on two (2) consecutive non-working days, the staff member will be entitled to two (2) compensatory days off. This is applicable for staff in non management categories Level 1-3. Travel will be planned for management staff mainly on working days and in case it is scheduled on a non-working day no leaves will be allowed, unless specifically approved in writing by the President before the travel due to an unavoidable situation.

For Level 1-3 staff, however for example, if a staff member is required to travel on Sunday to enable him/her to attend a meeting on Monday, one day of compensatory day off shall be given to the staff member. If it is necessary for the return travel to also take place on a non-working day, the staff member shall be allowed another compensatory day off. If the compensatory day off on the outbound travel was not taken immediately after the non-working day, it can be taken separately or together with the compensatory day off for the return travel in which case the two (2) compensatory days off can be taken on two (2) consecutive days upon completion of the entire journey.

A rest stopover is normally taken in the course of an air journey and should be noted and approved on the TR. However, when there are two different modes of transportation involved, and the total travel time is at least 16 hours, a stopover for rest purposes may be taken at the end of the air portion of the journey while awaiting onward travel by another mode of transportation.

14. Travel by Train or Bus

Travellers are strongly encouraged to travel by train and other forms of public transport when the duration of the journey is less than Eight (8) hours. When traveling by rail the traveler is entitled to standard as per Appendix 1.

Travel by Boat When authorized to travel by boat, the traveller is entitled to the standard of accommodation the cost of which does not exceed the amount that would have been paid for air travel (if air transportation is available).

15. Travel by Automobile - Using Privately-Owned Vehicles

Travellers required to travel by privately-owned automobile are entitled to reimbursement based on the DFY's established operating rates per mile for automobile travel. This will be decided an updated by the finance dept from time to time on circular to concerned project in-charges. These rates vary geographically, reflecting local prices and conditions that determine running costs, depreciation and repairs. All these have been factored into the rates of operating costs, and no additional compensation is available beyond the established rates.

Reimbursement for travel within a radius of Fifty kilometres(50 km) of the official duty station is based on actual mileage. For travel beyond a fifty kilometres (50) radius, the mileage used in calculating operating costs for travel is that by the most direct and economical route. Commuting costs between residence and place of business will not be reimbursed.

In addition to vehicle operating costs, other expenses such as DSA, road/bridge/tunnel tolls will be reimbursable. The total reimbursement is limited to the maximum travel expenses to which the staff member would have been entitled had he/she traveled by air/train by the most direct and economical route (if air/train transport is available).

Where the journey requires that a portion of travel be by train, ferry, ship or a combination thereof, reimbursable expenses will include port charges and the cost of passage for both the traveller and the automobile, subject to the maximum amount indicated in the preceding paragraph. The distance covered by train, ferry or ship is included in the computation of distance traveled, for purposes of determining DSA, unless the cost of passage includes either food and/or accommodation. A traveller who is authorized to travel by automobile is entitled to travel time, not chargeable to annual leave, equal to the time which would have been required had he/she traveled by air/train by the most direct route (if air/train transport is available) All running costs, depreciation, repair, and other automobile expenses shall be the traveller's responsibility. DFY encourages travellers to car-pool where possible and reasonable. When there is more than one (1) traveller in a vehicle, reimbursement of vehicle operating costs will be made to one traveller only.

DFY will not provide automobile insurance for travellers' using their own vehicles for official travel.

16. Travel by Automobile - Using DFY Vehicles

Maintenance and operating costs for DFY vehicles are managed by the duty station. The duty station authorising the use of the vehicles pays for these costs.

17. Exceptions to the Standard of Accommodation or travel

Any exceptions to the standards as given in this policy including annex 1 need to be prior approved by the president in written.

If the upgrade creates a savings to DFY, then an exception form does not need to be completed (excluding any upgrades to first class in flight). Upgrades to appendix 1 or the standards set out through this policy is not permitted, without the approval of the President as stated above.

- For upgrades for medical reasons, the traveller should obtain a medical report/certificate from his/her doctor. The completed standard of accommodation exception request should be submitted directly to the Office of the Director, using the exception request. The Office of the Director, will then review the case and forward the recommendation to the requestor, who will in turn forward the request to the President who will make a final decision on the merit the case.
- The president will reposed to the request and the decision will be binding and requests can be raised to the logistics/ travel desk based on the decision.

18. Post travel

The travel claim is a post-travel report that the traveller is required to submit to the authorizing unit **within two weeks** from completion of travel when their travel is organized and paid for by DFY. The travel claim provides appropriate documentation that the travel occurred; enables the traveller to claim reimbursement of additional travel expenses; and, should the travel advance have exceeded the amount of reimbursable expenses, enables the traveller to repay the amount of overpayment.

Any additional reimbursable expenses are normally limited to:

- local transportation that is not covered by terminal expenses or daily subsistence allowance (DSA)
- telephone and other communication expenses for official business
- transfer of authorised baggage
- room rental for official use
- services and rental equipment required for preparation of official reports or correspondence
- vaccinations
- Expense requires pre-approval by the same approver authorised to approve the travel

19. Travel Claim

All staff members, as well as non-staff members, when their travel is organised and paid by DFY, are required to submit a travel claim. The completed travel claim must be accompanied by proof of travel, including boarding passes (either paper boarding passes, or copies of electronic boarding passes received through e-mail.), the official itinerary and receipts for miscellaneous expenses, if applicable. The travel claim must be signed-off by an approving officer verifying that the trip occurred and that any expenses comply with policy and are approved. Staff members and travel administrators (arranging travel on behalf of non-staff members), using the admin travel management services provider, should retain the original travel documentation until the travel claim has been processed.

- If on review of the travel claim it is determined that the traveller has been advanced an amount greater than the amount of reimbursable expenses, the difference will be recovered by DFY.
- Claims for miscellaneous expenses are certified through the authorisation of the travel claim) by the approving officer. In the absence of a receipt for a miscellaneous expense, reimbursement shall only be made up to a maximum of INR 100.
- No travel claim reimbursement shall be paid to a third party. Travellers are not eligible to be reimbursed for expenses incurred if they purchase transportation or other miscellaneous items for someone else.

- If the traveller fails to submit travel claims for two consecutive trips within 60 days of the completion of his/her trips, no further advances would be made until all outstanding claims are settled.
- Travel claims shall be deemed time-barred if received by the authorising unit more than one year from completion of travel. In such cases, no payment shall be made to the traveller.
- The following categories of expenses types can be selected when creating a travel claim: travel fare (for airfare and ticket cost), DSA (entitlement), supplementary DSA, ad hoc DSA, terminal departure and terminal arrival.
- If there are amounts to be claimed or returned to DFY the appropriate transaction is processed by the finance system and the payment to the traveller or reimbursement to DFY will be settled in one sum.
- Non-staff members, where travel is paid and organised by DFY, are advanced 80% of the estimated DSA and terminal expenses in advance of travel. The remaining balance owed to the traveller is processed through the travel claim upon the completion of travel. This includes completing a travel claim and expense report.

Annex 1

Admin reference sheet for field allowance¹

Project Level Staff - Location Based - Level 1-3

Particulars	(INR)	Bills/Vouchers
Hotel Accommodation – A Cities (Bills/Vouchers Required)	2000 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – B Cities (Bills/Vouchers Required)	1800 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – C Cities (Bills/Vouchers Required)	1750 per day	Bills/Vouchers to be submitted to DFY
Self-Arrangement	800 per day	Not Applicable
Food Allowance– Travelling out of station for work	2000 per day (Breakfast-400, lunch-800, dinner-800)	Bills/Vouchers to be submitted to DFY
Mobile Allowance	500	Where applicable as per project/ Bills/Vouchers to be submitted to DFY
Transport	1500	Taxi - Auto Bills/Vouchers wherever possible to besubmitted to DFY- To use DFY travel there available.
	7000	One side- Train (AC 3 Tier)/ Flight Bills/Vouchers to be submitted to DFY- To use DFY travel there available.

Project Based Staff- Multi State Project- (Coordinator / Level 4)

Particulars	(INR)	Bills/Vouchers
Hotel Accommodation – A Cities (Bills/Vouchers Required)	2500 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – B Cities (Bills/Vouchers Required)	2200 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – C Cities (Bills/Vouchers Required)	1800 per day	Bills/Vouchers to be submitted to DFY
Self-Arrangement	800 per day	Not Applicable
Food Allowance– Travelling out of station for work	1800 per day (Breakfast-400, lunch-700, dinner-700)	Bills/Vouchers to be submitted to DFY
Mobile Allowance	800	Where applicable as per project/ Bills/Vouchers to be submitted toDFY

¹ Applicable for full time employee/staff at their level of employment.

Transport	2200	AC Taxi Bills/Vouchers wherever possible to besubmitted to DFY- To use DFY travel there available.
	8000	One side- Train 3 Tier/ Flight Bills/Vouchers to be submitted to DFY-To use DFY travel there available.

Project Manager - Level 5

Particulars	(INR)	Bills/Vouchers
Hotel Accommodation – A Cities (Bills/Vouchers Required)	2500 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – B Cities (Bills/Vouchers Required)	2200 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – C Cities (Bills/Vouchers Required)	1800 per day	Bills/Vouchers to be submitted to DFY
Self-Arrangement	500 per day	Not Applicable
Food Allowance– Travelling out of station for work	2000 per day (Breakfast-400, lunch-800, dinner-800)	Bills/Vouchers to be submitted to DFY
Mobile Allowance	1000	Bills/Vouchers to be submitted to DFY
Transport	2500	AC Taxi Bills/Vouchers wherever possible to besubmitted to DFY- To use DFY travel there available.
	9000	One side- Train (AC 2/3 Tier)/ Flight Bills/Vouchers to be submitted to DFY-To use DFY travel there available.

Program Manager/ Senior Program Manager - Level 6-7

Particulars	(INR)	Bills/Vouchers
Hotel Accommodation – A Cities (Bills/Vouchers Required)	5000 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – B Cities (Bills/Vouchers Required)	4500 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – C Cities (Bills/Vouchers Required)	3500 per day	Bills/Vouchers to be submitted to DFY
Self-Arrangement	800 per day	Not Applicable

Food Allowance– Travelling out of station for work	2200 per day (Breakfast-400, lunch-900, dinner-900)	Bills/Vouchers to be submitted to DFY
Mobile Allowance	1000	Bills/Vouchers to be submitted to DFY
Transport	3000	AC Taxi Bills/Vouchers wherever possible to be submitted to DFY- To use DFY travel there available.
	9000	One side- Train (AC 1/2 Tier)/ Flight Bills/Vouchers to be submitted to DFY-To use DFY travel there available.

Asst. Director/Director - Level 8-9

Particulars	(INR)	Bills/Vouchers
Hotel Accommodation – A Cities (Bills/Vouchers Required)	7500 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – B Cities (Bills/Vouchers Required)	7000 per day	Bills/Vouchers to be submitted to DFY
Hotel Accommodation – C Cities (Bills/Vouchers Required)	5500 per day	Bills/Vouchers to be submitted to DFY
Self-Arrangement	1000 per day	Not Applicable
Food Allowance– Travelling out of station for work	2500 per day (Breakfast-500, lunch-1000, dinner-1000)	Bills/Vouchers to be submitted to DFY
Mobile Allowance	1000	Bills/Vouchers to be submitted to DFY
Transport	3000	AC Taxi Bills/Vouchers wherever possible to be submitted to DFY- To use DFY travel there available.
	9000	One side- Train (AC 1/2 Tier)/ Flight Bills/Vouchers to be submitted to DFY-To use DFY travel there available.