

MAHE Website  
Manipal O365 Email/Portal  
IT Service Desk  
MSPM  
EPF Trust - Portal  
RMS Portal  
Grants Mgmt. Portal  
Student Information System(SIS)  
Purchase and Inventory  
Elearning  
Library portal  
UIS Reports  
MAHE Telephone Directory  
Khinfo Hospital Intranet  
Statistical Consultancy Service  
(Dept. of Data Science)  
Event Management System  
Staff Grievance  
WO Tracker

## Travel

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### CHAPTER 11: TRAVEL

#### 11.1. Travel Expenses Reimbursement Rules

##### 11.1.1. Objective

This policy is designed to provide guidance to employees for travel, per diem, accommodation and other related expenses incurred during official travel and to ensure best use of MAHE resources. This also envisages that employee, while incurring such expenses, will apply reasonable discretion keeping in mind the guidelines of this policy at all times.

##### 11.1.2. Applicability

The travel policy applies to all the employees of MAHE and its constituent institutions, teaching/research departments, centers of excellence and associated hospitals

##### 11.1.3. Policy Statement:

MAHE appreciates the efforts of all the employees, who travel on official duty ensures that both the MAHE and employees do not gain or lose funds on official trips. The MAHE expects the employees to spend prudently and follow the travel policy and obtain reimbursements for all expenses on a timely basis to meet compliance requirements.

##### 11.1.4. Features:

1. Reimbursement of travel expenses including accommodation charges, per diem allowance etc. are granted in accordance with the rules laid down by the Executive Committee/Board of Management from time to time.

Mission, Vision and Manipal  
Values  
Quality Policy and Environment,  
Energy Policy  
Integrated Management System  
Waste Management  
NAAC Self study report  
Fire Safety Basics  
EMS Documents-MIS  
Feedback on EMS & EnMS  
HR policies and forms  
MAHE IT Policies  
MAHE Research Policy  
Academic Council Circulars  
IBSC and RCGM documents  
International  
Partnerships/Agreements  
Gender Sensitization  
Resource Consumption Data

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2. Reimbursement of travel expenses shall cover the following subject to the limits prescribed in the annexures.

- Cost of ticket or fare paid for travel
- Accommodation charges, if any
- Per diem allowance

3. **Definitions:**

**Domestic Travel** is defined as travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.

**International Travel** is defined as any travel outside India except to any countries other than Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan.

**Per diem** is defined as an allowance which is granted while on travel to meet the cost of meals, refreshment, restaurant and room tips, laundry charges and other incidental expenses and hence, these expenses are not separately reimbursed.

4. The transportation chosen should be the least costly, consistent with the itinerary and the official requirements of the trip. An upgrade in the mode/class of travel is permissible only when authorized by MAHE.


5. Prior approval from the MAHE is mandatory to travel by road for claiming reimbursement of travel expenses based on car mileage.

6. Claim for reimbursement on travel between two places is regulated by the shortest of two or more practical routes. When there are alternate routes available and the difference between such routes both in the point of view of time and cost is not considerable, the fare for the route actually used may be admitted.


7. Airfare will be reimbursed strictly against the production of boarding pass, air ticket and payment proof. In the case of all other modes of travel, claims are to be supported by original tickets only for reimbursement.

8. The MAHE does not provide reimbursement for travel and other expenses of family members and others, who accompany the employees on official trips. There are a limited number of situations in which, there is an official purpose for the presence of spouse, family members or others on official trips. Prior approval must be obtained from the MAHE in such cases.

9. If a travel itinerary is created to accommodate personal purposes along with official trip, the employee must pay the incremental cost of personal expenses and document the costs of official expenses incurred, separating personal expenses from official expenses.



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**Manipal Academy of Higher Education**  
on Thursday

The Federation of Indian Chambers of Commerce and Industry (FICCI), in collaboration with Manipal Academy of Higher Education (MAHE), initiated the third batch of the Leadership Development Program (LDP) today. This exclusive three-day residential program is hosted at the MAHE

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10. Use the lowest cost local transportation consistent with official needs. For example, many hotels offer free airport shuttles, which should be used whenever practical. In case of hiring, employees should rent the most economical (compact or midsize) vehicle consistent with official needs and travel circumstances.
11. Employees are entitled for reimbursement of visa charges, related travel expenses and other related special fees wherever applicable, strictly on production of original receipts.
12. Employees are also entitled for reimbursement of travel insurance fee at the minimum required rate during the international travel only in case the same is mandatory for such travel on production of original receipts.
13. The MAHE reserves the right to arrange or prescribe accommodation of its choice for any class of employees while they are on authorized itinerary. The details of accommodation so prescribed will be notified by the MAHE from time to time.
14. When accommodation is not provided, actual room rent within the tariff range given in the annexure is admissible subject to production of original hotel bills with payment receipts. Employees should choose a reasonably priced hotel for accommodation. Accommodation expenses will be reimbursed based on the eligibility even if the accompanying family member(s) sharing the room, without any additional cost.
15. Per Diem travel allowance is admissible from the time of commencement of the journey till the time of return to the actual place of residence upon completion of the itinerary.
16. Per diem travel allowance is reckoned from midnight to midnight hours as under. Itineraries exceeding:
  - a. 5 hours but less than 12 hours : 50%
  - b. 12 hours and above : Full per diem
17. No per diem allowance is admissible on travel within a radius of 10 km of the MAHE / Institution.
18. No per diem allowance is admissible on travel between Manipal and Mangalore campuses of the MAHE for attending work related to or organized by the MAHE institutions except when overnight stay is authorized as part of the itinerary. However, reasonable expenses on food and refreshments up to the limit of per diem allowance applicable to the employee will be reimbursed on submission of bills exceeding Rs. 150.00 up to which amount no bill shall be required. However, overnight stay should have the approval of the Head of the Institution.
19. No per diem allowance is permissible during the period when an employee goes on leave while on official itinerary.

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20. Per diem allowance and accommodation expenses will be restricted to one day prior and one day later to the purpose of the visit as the case may be.
21. Employees are permitted to avail travel advance for the proposed travel with a request letter duly approved by the respective authority. The above advance shall be restricted to 75% of the anticipated expenses. Only one advance is permitted for a particular travel. Request for an advance for any subsequent travel will be considered only after settlement of the advance taken for earlier travel.
22. Reimbursement request along with required supporting documents should be submitted strictly within three (3) working days of incurring the expenses or returning from trip. The travel advance availed shall invariably be settled by submission of the expenditure statement along with relevant receipts and vouchers within the above period. Submission of expense report with partial supporting documents will not be accepted.
23. A claim is settled on the basis of information available on the date of admitting the claim for reimbursement. Revision of a claim for per diem travel allowance once admitted is not permissible. Accordingly, no arrears of per diem travel allowance is payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or change in the scale of pay with retrospective effect.
24. Charges towards baggage handling, porter charges, official telephone calls/internet usage etc. will be admissible and will be reimbursed if they are reasonable and / or supported by bills. Personal baggage handling/porter charges are not permitted.
25. When an employee is required to cancel his journey, the difference between the fare actually paid by him including reservation charges, if any, and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions:
  - a. The cancellation of the journey is due to exigencies of institutional work and the head of the institution has authorized such cancellation.
  - b. The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
  - c. The claim for reimbursement would be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation, if any or other incidental expenses incurred for reservation.
  - d. The cancellation has been made by the employee, the necessity therefore arose without any loss of time and the advantage of lower rates of cancellation charges has been availed of.
26. If there is a change in travel plans, the employee should make every effort to cancel hotel reservations in advance to avoid any penalties. Penalties or cancellation fees incurred for changes to hotel reservations due to official reasons or circumstances beyond the

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employee's control will be reimbursed.

27. The travel expenses reimbursement rules do not apply while availing of leave travel facility. Leave travel reimbursement is governed by Leave Travel Concession Rules.

28. This travel reimbursement rule will also be applicable for faculty members towards attending conferences/workshops etc. as per the policy on Faculty Development Fund..

29. For smooth processing, all claims shall be submitted to the finance office in the prescribed format along with the original bills/payment receipts/boarding pass etc. wherever applicable with the approval of the Head of the Institution.

All are requested to comply with the above provisions to avoid rejection of claims.

The MAHE reserves the rights to modify any of the above provisions at its discretion from time to time.

MANIPAL ACADEMY OF HIGHER EDUCATION						
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL						
(Applicable to faculty members effective from July 01, 2015)						
#	Designation	Scale of pay	Mode of Travel	Car Milage (per km.)	Per diem Allowance	Accommodation (upto Max.)
1	Professor	43000-63000	Air (Economy)/ Train - II AC 2 Tier	Rs. 10	Rs. 1,500	Rs. 6,000
2	Additional Professor/ Associate Professor - Senior Scale	40400-56650			Rs. 1,500	Rs. 6,000
3	Associate Professor	37400-51900			Train - II AC 2 Tier	Rs. 1,250
4	Assistant Professor-Selection Grade / Selection Grade Lecturer		Rs. 1,250			Rs. 5,000
5	Assistant Professor	18600-27600	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,500
6	Assistant Professor-Senior Scale/ Senior Grade Lecturer				Rs. 1,000	Rs. 4,500
7	Senior Resident				16050-26100	Train - II AC 2 Tier
8	Assistant Professor/Lecturer	15600-26100	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,000
9	Lecturer (Nursing)	12000 - 19500	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 3,000
10	Assistant Lecturer	12000 - 19500	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 2,500

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11	Tutors/Junior Residents & Any other Academic Staff	N.A.	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 2,500
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**Domestic Travel** - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.

**Note:** Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.

MANIPAL ACADEMY OF HIGHER EDUCATION					
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL					
NON-TEACHING STAFF MEMBERS (effective from July 01, 2015)					
#	Basic Pay	Mode of Travel	Car Milage (per km.)	Per diem Allowance	Accommodation (upto Max.)
1	Rs. 9725 & Above	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,000
2	Rs. 6950 to Rs. 9520	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 2,500
3	Rs. 4500 to Rs. 6805	Train - II AC 3 Tier	N.A.	Rs. 600	Rs. 2,000
<p><b>Domestic Travel</b> - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.</p> <p><b>Note:</b> Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.</p>					

MANIPAL ACADEMY OF HIGHER EDUCATION					
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL					
MANAGEMENT CADRE (effective from July 01, 2015)					
#	Designation	Mode of Travel	Car Mileage (per km.)	Per diem Allowance	Accommodation (upto Max.)

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1	Chancellor/Pro Chancellor/Vice Chancellor/ Pro Vice Chancellor/Registrar/Vice President Non-official members of the Board/ Committees of the MAHE	Air/ Train - I AC	Rs. 10	Rs. 2,000	Actuals
2	Registrar(Evaluation)/Head of the Institution and Hospital/Director/Additional Director	Air (Economy)/ Train - II AC 2 Tier	Rs. 10	Rs. 1,500	Rs. 6,000
3	Deputy-Registrar/ Deputy Director/ Chief Warden/Chief Security Officer	Air (Economy)/ Train - II AC 2 Tier	Rs. 10	Rs. 1,250	Rs. 5,000
4	Assistant Director/ Executives under MEP	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,000

**Domestic Travel** - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.

**Note:** Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.

MANIPAL ACADEMY OF HIGHER EDUCATION									
TRAVEL EXPENSE REIMBURSEMENT RULES - INTERNATIONAL TRAVEL									
(Applicable to faculty members effective from July 01, 2015)									
#	Designation	Scale of pay	Mode of Travel	Per Diem Allowance (in USD)			Accommodation (in USD)		
				Type A	Type B	Type C	Type A (upto Max.)	Type B (upto Max.)	Type C (upto Max.)
1	Professor	43000-63000	Air (Economy)	\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
2	Additional Professor/ Associate Professor - Senior Scale	40400-56650		\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
3	Associate Professor	37400-51900		\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
4	Assistant Professor-Selection Grade/ Selection Grade Lecturer			\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
5	Assistant Professor	18600-27600	Air (Economy)	\$ 85	\$ 60	\$ 50	\$ 175	\$ 150	\$ 125
6	Assistant Professor-Senior Scale/ Senior Grade Lecturer			\$ 85	\$ 60	\$ 50	\$ 175	\$ 150	\$ 125
7	Senior Resident	16050-26100		\$ 85	\$ 60	\$ 50	\$ 175	\$ 150	\$ 125

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8	Assistant Professor/Lecturer	15600-26100	Air (Economy)	\$ 75	\$ 50	\$ 40	\$ 150	\$ 125	\$ 100
9	Lecturer (Nursing)	12000 - 19500	Air (Economy)	\$ 60	\$ 40	\$ 30	\$ 130	\$ 120	\$ 100
10	Assistant Lecturer	12000 - 19500	Air (Economy)	\$ 50	\$ 30	\$ 30	\$ 120	\$ 110	\$ 100
11	Tutors/Junior Residents & Any other Academic Staff	N.A.	Air (Economy)	\$ 50	\$ 30	\$ 30	\$ 120	\$ 110	\$ 100

**Classification of Countries / Cities:**

**Type A :** United States of America, United Kingdom, Canada, Germany, France, Hong Kong, China, South Africa, Australia, New Zealand, Switzerland, Sweden, Denmark, Belgium, Netherlands, Singapore, Norway, Finland and equivalent

**Type B :** Malaysia, Middle East Countries, South American Countries, African Countries, Maldives and other South East Asian Countries and equivalent

**Type C :** All other countries

*Domestic travel rules will be applicable to countries such as Nepal, Sri Lanka, Pakistan, Bangladesh and Bhutan*

MANIPAL ACADEMY OF HIGHER EDUCATION								
TRAVEL EXPENSE REIMBURSEMENT RULES - INTERNATIONAL TRAVEL								
MANAGEMENT CADRE								
(effective from July 01, 2015)								
#	Designation	Mode of Travel	Per diem Allowance (in USD)			Accommodation (in USD)		
			Type A	Type B	Type C	Type A (upto Max.)	Type B (upto Max.)	Type C (upto Max.)
1	Chancellor	Air (Business)	\$ 200	\$ 150	\$ 125	Actuals	Actuals	Actuals
2	Pro Chancellor / Vice Chancellor / Pro Vice Chancellor/ Registrar/ Vice President/Non-official members of the Board/ Committees of the MAHE	Air (Business)	\$ 150	\$ 125	\$ 100	\$ 300	\$ 200	\$ 150
3	Registrar(Evaluation)/Head of the Institution and Hospital/ Director/Additional Director	Air (Economy)	\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
4	Deputy-Registrar/Deputy Director/ Chief Warden/Chief Security Officer	Air (Economy)	\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100

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5	Assistant Director/ Executives under MEP	Air (Economy)	\$ 75	\$ 50	\$ 40	\$ 150	\$ 125	\$ 100
<b>Classification of Countries / Cities:</b>  <b>Type A :</b> United States of America, United Kingdom, Canada, Germany, France, Hong Kong, China, South Africa, Australia, New Zealand, Switzerland, Sweden, Denmark, Belgium, Netherlands, Singapore, Norway, Finland and equivalent  <b>Type B :</b> Malaysia, Middle East Countries, South American Countries, African Countries, Maldives and other South East Asian Countries and equivalent  <b>Type C :</b> All other countries								

Domestic travel rules will be applicable to countries such as Nepal, Sri Lanka, Pakistan, Bangladesh and Bhutan

## 11.2. LEAVE TRAVEL CONCESSION

### 11.2.1. Objective

To provide as a measure of welfare, travel assistance to the eligible employees of the MAHE and members of their family while proceeding on leave for travel from their place of employment to any place in India.

### 11.2.2. Applicability

The policy is applicable to confirmed employees of MAHE and its constituent institutions, teaching / research departments, centers of excellence and associated hospitals in the following designations:

Category	Designation	Scale of Pay
Teaching Faculty	Professor	50000-70000
	Additional Professor	46000-62250
	Associate Professor – Senior scale	46000-62250
	Associate Professor	42000-56500
	Assistant Professor – Selection Grade	42000-56500
	Selection Grade Lecturer	42000-56500
	Assistant Professor	24000-33000
MAHE Officials	Officials at the rank of Assistant Director and above under Management Engagement Policy	

The members of the family includes spouse, dependent children and parents

### 11.2.3 Options to claim leave travel concession:

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**OPTION - I - Option for claiming LTC with Income Tax benefit:**

Under this option LTC can be claimed twice in a block period of four years in compliance with procedure laid down. First block period begins with calendar year of 1997.

In order to claim the income tax relief, the employees may opt to claim the above benefit in accordance with the following provisions of Section 10 (5) of the Income Tax Act, 1961 and Rule 2B thereof as amended from time to time. Leave travel concession received by or due to an employee for himself/herself and his/her family in connection with his/her proceeding on leave or on retirement or termination of service to any place in India is exempted from tax subject to the following conditions:

- 11.2.3.1. The exemption is limited to the amount of expenses actually incurred by the employee for such travel. The employee is required to keep an account of the actual expenses incurred per person in the family and furnish evidence of such expenditure while availing leave concession under section 10 (5) and Rule 2B.
- 11.2.3.2. Exemptions under section 10(5) will not be allowed in respect of leave travel concession received from the employer in case the employee has not incurred any expenditure.
- 11.2.3.3. The amount exempted under clause 5 of section 10 in respect of the value of travel concession received by or due to individual from the employer for himself/herself and his/her family in connection with his/her proceedings on leave to any place in India shall be the amount actually incurred on the performance of such travel and limited to:
  - a) An amount not exceeding air-conditioned second class train fare by the shortest route to the place of destination.
  - b) Where the places of origin of journey .and destination are connected by rail and the journey is performed by any other mode of transport. An amount not exceeding air-conditioned II class train fare by the shortest route to the place of destination.
  - c) Where the place of origin of journey and destination are not connected by rail and the journey is performed, the amount eligible for exemption shall be:
    - i) Where a recognized public road transport system exists, an amount not exceeding deluxe class bus fare.
    - ii) Where no recognized public road transport system exists, an amount equivalent to the air-conditioned second class rail fare.
    - iii) The exemption referred to above shall be available to the individual in respect of two journeys performed in a block of four calendar years commencing from January 1997.
    - iv) Employee's tax liability is ascertained: Total amount claimed during two years i.e. two months' basic salary will be adjusted against actual expenses incurred on account of leave travel as evidenced by the supporting voucher such as tickets etc. and surplus, if any, would be included in the total salary income of the year in which travel concession is availed and tax is deducted at source.

**OPTION II – Option to claim LTC without Income Tax benefits:**

Under this option, LTC can be claimed once in every year as per procedure laid down.

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All claims under this option attract Income Tax under the Income Tax Act, 1961. The benefits to leave travel amount drawn by the employee in such cases will be added to the income from salary of the respective financial year and income tax at source will be deducted at the prescribed rate.

#### 11.2.4. Reimbursement

11.2.4.1. The employees proceeding on leave to any place in India from their place of employment are reimbursed travel fares subject to limit of one month's basic salary once in a block period of two years. However, they may prefer to claim LTC, subject to income tax, at the rate of 50% of one month's basic salary every year. Reimbursement will be made on the basis of employees' preference to the options given in 11.2.3 of the Scheme.

11.2.4.2. The employees should avail minimum three days leave so as to be entitled to the benefit under Option – I.

11.2.4.3. Benefit of claim not availed during the financial year will be carried over to the next year and will be held to the credit of the respective employee. Accounts offices will make financial provision in their accounts to cover this liability.

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