

Ref. No.: IITMandi/Students/TravelAllowance/2023-24/409

Date: 04-01-2024

Office Memorandum

The competent authority has approved the following guidelines for traveling allowance reimbursement for the students:

1. UG/MSc/MA/MBA students of the Institute for attending workshops, conferences, field trips, cultural and technical events etc.:

Sl. No.	Budget Head	Approved Rates
1.	Travel (By Train)	As per actual, on production of copy of ticket. In case the student travels by flight or any other mode, the reimbursement should be actual (subject to an upper ceiling of the train, Tier-III/3rd AC Charges). In case of Air-travel, boarding-pass to be produced.
2.	Travel (By Road)	From Mandi to Chandigarh/Delhi/places connected to Mandi by bus and return on production of copies of tickets.
3.	Local Travel (at the venue of the conference or other events, mentioned above)	As per actual, (subject to an upper limit of Rs. 500/- per day on production of bills/self-certification) during the period of the conference/workshop, if the accommodation is not arranged at the venue.
4.	Lodging (during the events days including one day prior and after the event)	Actuals, (subject to a ceiling of Rs. 1,000 & Rs. 750 per day in A1 and A class cities respectively, on production of bills).
5.	Per Diem (during the events days including one day prior and after the event)	<p>If the registration fee for attending workshop/conference is inclusive of stay, then no accommodation charges will be provided.</p> <p>Rs. 500/- per day (Self certified).</p> <p>If the registration fee for attending workshop/conference is inclusive of meal then no per diem will be provided for the duration of the workshop/conference.</p> <p>If meal is partially covered by the organizer or any meal is included in the accommodation charges, per diem payment will be made after deduction of the meal covered in the following proportion:</p> <p>Breakfast: 20%</p> <p>Lunch: 40%</p> <p>Dinner: 40%</p>

2. For M.Tech. (including by Research)/M.S by Research./Ph. D. (JRF and SRF) students of the Institute for attending workshops, conferences, field trips, cultural and technical events, etc.:

Sl. No.	Budget Head	Approved Rates
1.	Travel (By Train)	As per actual, on production of copy of ticket. In case the student travels by flight or any other mode, the reimbursement should be actual (subject to an upper ceiling of the train,

		Tier-III/3rd AC Charges). In case of Air-travel, boarding-pass to be produced.
2.	Travel (By Road)	From Mandi to Chandigarh/Delhi/ places connected to Mandi by bus and return on production of copies of tickets.
3.	Local Travel (at the venue of the conference/ other event)	As per actual, (subject to an upper limit of Rs. 500/- per day on production of bills/self-certification) during the period of the conference/workshop/event, if the accommodation is not arranged at the venue.
4.	Lodging (during the events days including one day prior and after the event)	Actuals subject to a ceiling of Rs. 1,500/- in A1 and A class cities, and Rs. 1,200/- per day in other cities on production of bills.
		If the registration fee for attending workshop/conference is inclusive of stay then no accommodation charges will be provided.
5.	Per Diem (during the events days including one day prior and after the event)	Rs. 750/- per day (Self certified).
		If the registration fee for attending workshop/conference is inclusive of meal then no per diem will be provided for the duration of the workshop/conference.
		If meal is partially covered by the organizer or any meal is included in the accommodation charges, per diem payment will be made after deduction of meal covered in the following proportion:
		Breakfast: 20%
		Lunch: 40%
		Dinner: 40%

Further following additional provisions have been approved:

- The travel allowances for Institute Post Doc. Fellows will be at par with that admissible to the Assistant Professors in pay level-10 of the Institute.
- The travel allowances of the students sponsored through projects will be approved as per the approval of the PI of the project.

The above provisions will be applicable with immediate effect.

-S/d-
AR (Students)

To:
 Directorate
 Office of the Registrar
 Dean Students
 Chief Warden
 Chair SAP
 School Chairpersons
 Deputy Registrar (A&L)
 Officer-In-Charge (F&A)
 All Faculty/Staff/Students
 Gymkhana Secretaries
 File.