

TRAVELLING ALLOWANCE (T.A.) RULES FOR R&D ACTIVITIES

Following guidelines have been formulated to facilitate **Travelling Allowance entitlement** of faculty for R&D activities related to any sponsored research and development project operating at THE NORTHCAP UNIVERSITY.

All expenditure shall be payable from the research grant provided by the sponsoring agency under appropriate budget head. THE NORTHCAP UNIVERSITY does not have any liability to settle any such claim, under any circumstances. The procedure to claim reimbursement is as follows:

1. Prior approval of travel related to R & D activity should be obtained by filling up of **Travelling Allowance Reimbursement/Settlement Form** , at least **15** working days before the travel date, duly recommended by the RDIL, Vice Chancellor and approved by the Governing Body.
2. On completion of the journey, a summary of location/distance covered, mode of transport, actual expense related vouchers/receipts/documentation/boarding pass etc should be forwarded to Accounts office with recommendations from RDIL and Vice Chancellor.
3. Settlement of accounts by the concerned faculty needs to be submitted within 7 days after execution of the journey. The reimbursement/adjustments of accounts will be made as per NCU norms/sponsoring agency/entitlement of the faculty, subject to funds available under the TA head in the grant.
4. These rules may be reviewed from time to time depending upon the sponsoring agency/NCU Norms/Central Govt. rules & regulations.

SUBMISSION OF BILLS/RECEIPTS FOR CLAIM

Consolidated bills/paperwork to be submitted to Accounts office for settling the claim:

1. Approved summary of visit including purpose of visit and actual expenses incurred.
2. Transportation Bill: Original receipts are to be submitted.
3. Lodging: Hotel-Original bill/receipt (detailing all expenses).
4. Meals: Credit /Debit card or cash register receipt.
5. Budget details under specific heads sanctioned by the sponsoring agency to be attached by faculty confirming availability of the fund under Travel head.

ENTITLEMENT SUMMARY BASED ON GRADE PAY

GRADE PAY	TRAVEL	FOOD per day	LODGING per day
Above Rs 10,000	Business/Club Class by air/AC First class by train	Upto 500	Upto 5000
Rs 7000, Rs 8000, Rs 9000	Economy Class by air/AC First class by train	Upto 300	Upto 3000
Rs 6000	Economy Class by air/AC II Tier class by train	Upto 200	Upto 1500

Note: (i) For 4 wheelers (car/taxi): Rs 16 per km (as actual).

(ii) For Principal Investigator (PI) from outside NCU associated with a research project at NCU:
All rules mentioned above remain same except the Entitlement summary based on Grade Pay. Such external PIs may be entitled for travel reimbursement on actuals from Project fund, provided the fund is sanctioned, received and has a provision of travel grant under relevant head, and the rules or entitlement of travel are not contrary to the project sanctioning authority.

(iii) Relaxation in special cases can be obtained from the competent authority in case of urgent unavoidable cases.

Any exception to the above rules can only be made at the discretion of the Governing Body.