



**UPES**

**UNIVERSITY WITH A PURPOSE**

**UPES PRINCIPLES OF ENGAGEMENT**

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## **I. Travel Policy**

### **1. Objective**

- 1.1. The travel policy is intended to facilitate travel for official purposes, while maintaining efficient business processes.
- 1.2. The travel policy outlines the entitlements related to official travel and the general guidelines to be followed for claiming reimbursements of travel expenses.

### **2. Applicability**

- 2.1. This policy is applicable to all full-time employees of UPES as well as those appointed on contract/ deputation/ third party payroll or visiting basis and external stakeholders.

### **3. Guidelines**

#### **3.1. Planning for Official Travel**

- 3.1.1. Official travel should be conducted in the most cost-effective manner and should be consistent with the needs of UPES, its Code of Conduct, and all applicable laws.
- 3.1.2. All employees are expected to exercise prudent business judgment regarding incurring travel expenses. Employees should discuss the travel plans with their Reporting Manager, prior to initiation of travel request, in order to ensure agreement on the need to travel.
- 3.1.3. Virtual alternatives to travel, such as conference calls, web-conferencing and other collaboration technologies should be considered in lieu of travel, wherever possible.
- 3.1.4. All domestic and international travel should be booked as far in advance as practical to allow tickets and hotel accommodation to be purchased as economically as possible.
- 3.1.5. In case of air travel, employees should be flexible enough in planning their departure times to take advantage of the lowest cost flights on any of the preferred airlines.
- 3.1.6. The Administration department at UPES shall provide the facility of travel desk for all travel and hotel bookings pertaining to official travel. The Travel Desk shall ensure that appropriate mode is used for travel, basis the request received, and the eligibility guidelines indicated in this policy document.
- 3.1.7. All requests for travel should be filled in Travel Authorization Form (Annexure 11) and sent to the approving authorities for approval. The approved travel request should be sent to the Travel Desk within the prescribed timelines (as indicated in the subsequent sections of Travel Policy) for making travel and hotel bookings.
- 3.1.8. In case of any change in travel plans, employees should inform the Travel Desk and get the bookings changed/cancelled at the earliest possible to avoid high ticket and hotel booking cancellation charges.
  - a. Employees are allowed to keep their frequent flyer points or the potential for earning frequent flier mileage. Employees can use their mileage/ frequent

flyer points or pay the difference themselves to upgrade to a higher class, provided no additional cost is passed on to UPES.

- b. Any excess charges incurred in the form of airport tax or excess luggage on account of carrying UPES's materials, claims for reimbursement can be submitted with proper bills and rationale after approval from Reporting Manager.
- c. It should be noted that UPES will not reimburse the cost of personal trips, nor can the savings from travelling in a lesser category be used to purchase extra tickets for family or friends.
- d. The charges for missed travel on scheduled date/ no show tickets will be debited from employee's account.

### 3.2. Categorization of Grades for Travel Entitlements

3.2.1. For the purpose of defining eligibility and entitlements for official travel, the employee grades have been categorized as given below:

Category	Description
EM2	Chancellor/Vice-Chancellor
EM1	Sr. Director/Director/Registrar/Dean/ Functional Heads/Sr. Vice President
M3	Assistant Director/Deputy Director/ Associate Director/ Sr. Associate Director/ Vice President / Deputy Registrar Sr. Grade/ Controller of Examination/ Assistant Professor-Selection Grade/ Industry Fellow/ Associate Professor/ Sr. Associate Professor/Professor/ Sr. Professor/ Adjunct/ Distinguished Professor/ Chief Librarian/ Finance Controller/ Finance Officer
M2	Sr. Executive- Sr. Grade/ Doctoral Research Fellow/Assistant Manager/ Dy. Manager/ Section officer -Sr. Grade/Section Officer/Lecturer/ Sr. Lecturer/Research Scientist/Manager/ Sr. Manager/Assistant Registrar/ Assistant Registrar -Senior Grade/ Assistant Professor /Assistant Professor- Senior Scale/Associate Librarian/ Sr. Lab Superintendent/ Lab Superintendent
M1	Field Assistant/Sr. Executive/Executive/Junior Research Fellow/Senior Research Fellow/Sr. Lab Assistant/ Lab Assistant /Sr. Warden/ Warden/ Research Resource Officer/Sr. Lab Supervisor/ Lab Supervisor/ Sr. Technical Assistant /Technical Assistant /Assistant/ Sr. Assistant/Fitter/ Assistant Librarian/Executive / Academic Coordinator/ Secretary

### 3.3. Local Travel

3.3.1. Local travel pertains to intra city official travel, either in the base location or in another city, within a radius of 100 KM.

- a. Travel between one’s residence and regular place of work is not considered as official travel.

3.3.2. All local travels should be approved by the Reporting Manager.

3.3.3. The employees should use economy radio/ app-based (point-to-point) cab services or public transport (such as Bus/ Metro) or their personal vehicles for local travel, as indicated below:

Category	Mode of Transport
EM2	Taxi, App-based cabs and personal vehicles
EM1, M3, M2	Radio/ app-based cabs (point-to-point) and personal 4 – wheeler
M1	Bus, auto, metro and personal 2 – wheeler
<p><b>Note:</b> Taxi may be provided to employees in Dehradun Campuses for official travel, as required</p>	

3.3.4. In case economy radio/ app-based cab services or public transport is used, reimbursement would be given on actuals, upon submission of supporting bills.

#### 3.3.5. Reimbursement for Use of Personal Vehicle for Local Travel

- a. In case employee uses her/his own vehicle for intra city travel, s/he shall be reimbursed fuel expenses, upon submission of supporting claim forms, at the below mentioned rates:

- Car: INR 12/ KM
- Two-wheeler: INR 6/ KM

- b. It is the employee’s responsibility to carry adequate personal insurance coverage for themselves, their vehicle as well as for any passengers.

- c. UPES will not provide reimbursement for:

- Repairs to the employee’s personal vehicle, even if these costs result from official travel
- Fine for traffic violations/ wrong parking/ etc.
- Travel between their residence and regular work location

3.3.6. Full day cabs should not be used for one-way transfer travels, including one-way pick-ups/ drops for approved official travels. In such cases, economy radio/ app-based cab services or public transport should be used and paid directly by the employee.

3.3.7. Full day cabs will be arranged on prior approval from the respective School Head/ Functional Head and will be provided only for full day frequent movements.

3.3.8. In case, employee is required to undertake local travel on a weekly off/ holiday, then complete fare between home and destination (to and fro) shall be reimbursed

### 3.4. Domestic Travel

3.4.1. Domestic Travel refers to intercity official travel outside of the employee's base location, with a distance of more than 100 KM.

#### 3.4.2. Approving Authority

- a. All domestic travels should be approved by the respective School Head/ Functional Head, on recommendation of the employee's Reporting Manager.

#### 3.4.3. Mode of Travel

- a. Mode of travel should be selected as per entitlement indicated below, unless an employee has asked for a higher mode of travel due to any work-related exigency. In such cases, exceptions would be approved by Vice-Chancellor.

Category	Mode of Transport
EM2	Air (Premier Economy / Economy); Train (AC I/ EC)
EM1 & M3	Air (Economy); Train (AC I/EC for EM1 and AC II/ EC for M3)
M2	Air (Economy) if travel time by train is more than 12 hours; Train (AC II/ CC)
M1	Train (AC III/CC); Bus (Sleeper/Semi-Sleeper)

- b. Employees in band EM1 and above are eligible for air travel between Delhi and Dehradun, while other employees are required to take approval from Vice-Chancellor for the same provided the air fares are comparable with train fares.
- c. For intercity travel, use of taxi/ personal vehicle by employees as a mode of travel should not be considered as first option. However, in exceptional cases taxi/ personal vehicle may be used with prior approval from the School Head/ Functional Head
- d. For train/air travel at odd hours (before 7:00am or after 8:00pm), pick-up and drop shall be provided to all female employees by UPES.

### 3.4.4. Accommodation & Meals

- a. The city classification for entitlements for Accommodation and Meals is detailed as below:
- **Metro Cities** include Delhi, Mumbai, Chennai, Bangalore, Hyderabad, Kolkata and Pune
  - **Non-Metro Cities** - All other cities
- b. The entitlement limits for accommodation in hotels are given below:

Grade	Limits for Accommodation (in INR per night, excluding taxes)	
	Metro Cities	Non-Metro Cities
EM2/EM1	8000	6000
M3	5500	4500
M2	5000	3000
M1	4000	3000

- c. The entitlement limits for meals and incidentals are given below:

Grade	Limits for Meal Expenses & Incidentals (INR/Day, excluding taxes)	
	Meals	
	Metro Cities	Non-Metro Cities
EM1	3000	2500
M3	2000	1500
M2	1500	1200
M1	1000	1000

- d. In case Accommodation and Meals expenses exceed the specified limits, approval is required from the Vice-Chancellor.
- e. Up to 10% of the Meals entitlement limit may be reimbursed without submission of bills.
- f. In case of travel of 5 or more days, employees can claim reimbursement for laundry.
- g. Payments should be settled directly by the employee and these can be claimed upon return.

- h. The entitlement limits for accommodation in hotels when breakfast is included are given below. In this case the entitlement for remaining meals will be calculated pro-ratedly as per the table given in 3.4.4.c

Grade	Limits for Accommodation including Breakfast (in INR per night, excluding taxes)	
	Metro Cities	Non-Metro Cities
EM1	9000	6000
M3	6200	5000
M2	5500	3400
M1	4400	3400

#### 3.4.5. Entitlements in case employee stays with relatives or friends

- a. Employees who stay with relatives or friends can claim reimbursement on incidentals as per the limits prescribed below upon submission of bills/ declaration (as applicable).

Category	Maximum Limits for Incidentals (INR per day)	
	Metro	Non-Metro
EM2/EM1	2700	2200
M3	1600	1200
M2	1200	1000
M1	800	700

#### 3.4.6. Local Conveyance while Travelling

- a. Reimbursement for local conveyance would be provided on actuals, against submission of bills (as applicable), as per the Local Travel policy of UPES.

### 3.5. International Travel

- 3.5.1. International Travel guidelines pertain to official travel undertaken by employees outside of India.
- 3.5.2. Such a travel will require approvals from School Head/ Functional Head, Vice and HR. The employees will be supported for any international travel-related requirements / approvals, such as visas, tourist cards and immunizations, by the Travel Desk.



3.5.3. Business class flight may be allowed to EM1 and above employees in case the flight (sector) duration is 8 hours or more. All other air travels would be by economy class.

3.5.4. Employees are advised to use public transport for local travel within the city, wherever applicable, otherwise local taxi may be used. Reimbursements for this will be done on actuals, upon submission of bills (as applicable).

**3.5.5. Geography Classification**

- a. The employees may be required to travel to various locations across the globe from time to time.
- b. For the purpose of defining entitlement limits for expense in these locations, the geographies have been clubbed and classified as:

Geography A	Geography B
North & South America, USA, Europe, Australia, Japan, Hong Kong Canada, Singapore, New Zealand	Rest of the world

**3.5.6. Boarding & Lodging**

- a. The entitlement limits for Boarding & Lodging (including meals) are given below:

Grade	Limits for Boarding & Lodging (in USD per night, inclusive of taxes)	
	Geography A	Geography B
EM2	325	275
EM1	275	225
M3	250	225
M2	225	200
M1	200	175

- b. In case Boarding & Lodging exceeds the specified limits, approval is required from Vice-Chancellor and HR.
- c. Payments should be settled directly by the employee and these can be claimed upon return.
- d. Employees shall be reimbursed for meals, against bills, on actuals.

**3.5.7. Incidentals**

- a. The following expenses shall be reimbursed towards International Travel, upon submission of bills
  - Laundry / Dry Cleaning (in case of hotel stay of 5 nights or longer)
  - Purchase of local SIM/ phone card
- b. Employees should use Local SIM/ Phone Cards while on International Travel.
- c. Employees are recommended to use internet-based apps for making calls as bills for international roaming will not be reimbursed.
- d. Additionally, incidental expenses of up to \$20 per day shall be reimbursed on receipt of self-attested declaration from the employees.

**3.5.8. Local Conveyance during international travel**

- a. During international travel, employee shall use the mode of transport as per the below matrix:

Category	Local Travel
EM2/EM1	Cabs
M3	Cabs/Metro/Bus
M2	Cabs/Metro/Bus
M1	Metro/Bus

- b. In case metro or bus service is not available then any mode of available public transport may be used.
- c. Employees shall be reimbursed for travel expenses on actuals on submission of bills (as applicable).

**3.5.9. Entitlements in case Boarding and Lodging is provided by the host**

- a. In case Boarding and Loading is provided by the host, only the following incidentals will be provided to the employee on actuals, against submission of bills:

Category	Maximum Limits for Incidentals (in USD per day)
EM2	120
EM1	80
M3	60

Category	Maximum Limits for Incidentals (in USD per day)
M2	60
M1	50

- b. The above entitlement for incidentals is inclusive of expenses towards laundry, phone/ SIM, tips, etc.
- c. Incidental expenses of up to \$20 per day shall be reimbursed on receipt of self-attested declaration from the employees. This is inclusive of the above-indicated limits for incidental expenses.
- d. In case travel is not taken care of by the host, employees shall use public transport as per local conveyance during international travel policy and will be reimbursed on actuals on submission of bills (as applicable).

#### 3.5.10. Entitlements in case employee stays with relatives or friends

- a. In case the employee chooses to stay with her/his relatives or friends during international travel, the following incidentals will be provided to the employee on actuals, against submission of bills/declaration.

Category	Maximum Limits for Incidentals (in USD per day)
EM2	80
EM1	70
M3	60
M2	60
M1	50

- b. Employees shall use public transport as per local conveyance during international travel policy and will be reimbursed on actuals on submission of bills (as applicable).

#### 3.6. Travel Advance

- 3.6.1. Necessary Travel Advance for hotel stay, food and any other expenses should be requested from accounts in writing along with travel approval, 15 days in advance (please use Annexure 12 for requesting Travel Advance).
- 3.6.2. The advance will be established at an amount that is reasonable i.e. the sum of daily entitlements.
- 3.6.3. Unused Travel Advance should be returned to UPES within 48 hours of return (excluding weekend/holidays) from the official travel.

3.6.4. Any Travel Advance not settled within one month will be deducted from the employee's salary.

### **3.7. Expense Claim for Official Travel**

3.7.1. Employee should fill the Travel Expense Claim Form (Annexure 13) and submit to the School Head/ Functional Head for approval, along with supporting bills/ receipts. Travel Expense Claims of School Head/Functional Heads should be approved by the Vice-Chancellor.

3.7.2. In case of shared travel expenses such as meals, taxi rides, etc., the expense claim statement must include the name(s) of the other traveler(s) and the amount paid on behalf of the other traveler(s).

3.7.3. The employee should submit the approved travel expense claim form, along with supporting bills/ receipts, to the accounts post travel to settle the outstanding receivable within 15 days from the date of travel.

3.7.4. Expenses incurred towards local travel can be reimbursed using the Local Travel Conveyance Claim Form (Annexure 14), subject to approval by Reporting Manager and School Head/ Functional Head.

3.7.5. No reimbursements will be made for alcoholic beverages, cigarettes and other similar products.

3.7.6. Entertainment expenses will be reimbursed only if these are pre-approved by Vice-Chancellor.

### **3.8. Foreign Travel Currency Conversion**

3.8.1. When employees pay for expenses in foreign currencies, they will be reimbursed in INR at the actual exchange rate for the travel period.

3.8.2. All expenses should be recorded on the Travel Expense Claim Form in INR, with the currency conversion rate clearly noted in the form. A foreign currency exchange receipt or a credit card billing statement should be submitted by the employee along with travel expense claim form

### **3.9. Safety Guidelines**

3.9.1. It is imperative for employees traveling for work to carry their photo identity cards and visiting cards with them at all times, so that in case of an emergency, the university can be intimated immediately.

3.9.2. Before traveling, employees must keep their Reporting Manager informed on the following:

- a. Travel destination
- b. Mode of travel
- c. Hotel name and contact number at visiting location
- d. Purpose of travel

3.9.3. Employees should avoid traveling, to the extent possible, in hired cabs/ cars, which do not have valid license.

3.9.4. To limit risk to the University:

- a. No more than 2 senior employees (EM1 and above) can be on the same flight.
- b. No more than 4 people from one department can be on the same flight.
- c. No more than 10 people total from UPES on any one flight.
- d. Exceptions must be approved by the Vice-Chancellor.

**3.9.5. Late Travel Policy**

- a. This policy is applicable to woman employees only and includes commuting/ local travel from workplace/ any other location to home during domestic/ international travel.
  - Female employees should avoid travel between 8:00 pm and 7:00 am.
  - If unavoidable, travel during the said hours should be undertaken using a cab provided by UPES from/ to airport/ workplace/ home.
  - If required, UPES shall also provide hotel stay for additional day to female employees so as to avoid late night travel arrival between the said hours.