



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

Mileage Claim Reimbursement Form

11th Oct, 2013

The Director

BITS Pilani K.K. Birla Goa Campus

Note for Approval

Sub: Mileage Claim Policy: BITS Pilani K. K. Birla Goa Campus

Sir,

Public Relations Office proposes "**Mileage Claim Policy**" i.e. The use of personal vehicle for professional work within the State of Goa.

I. Scope

The use of personal vehicle (four wheeler or two wheeler) for office purpose within the State of Goa i.e. "**Mileage Claim Policy**" apply to faculty members of the BITS Pilani K. K. Birla Goa Campus.

II. Budget Allocation

The amount may be charged from contingency budget head.

III. Mileage Claim Procedure

Faculty members can claim after the visit through mileage claim reimbursement form. The maximum rate permissible for four wheeler is Rs 11.00 per km and for two wheeler is Rs 6.00 per km.

IV. Claim Reimbursement

The finance department shall transfer the claim amount to claimant bank account subject to availability of fund in the contingency account at the time of claim submission.

Thanking you.

Submitted for your kind approval

Michelle D'Silva
Public Relations Officer

Approved / ~~Not Approved~~

Sayankumar
DIRECTOR

Admin : Inform all the
faculty members by
bringing out an office
order
Aug 12/10



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NFA/05