

AQS Expenses Policy

The below policy provides guidelines for expenses borne by Facilitators and Assessors during the participation in the Adhyayan Quality Standard Programme.

Adhyayan will reimburse the Facilitators/Assessors for reasonable expenses which include travel fares, meals, and purchases made on behalf of the organisation. Accommodation will be provided by the school where required.

General guidelines

- Original receipts are required for reimbursement of all expenses including:
 - Original boarding passes for airplane / train travel
 - Credit card receipts
 - Detailed merchant receipts
- Receipts must be accompanied by a summary which outlines:
 - The nature of the expense
 - The name and titles of the individuals involved
 - The purpose for the expense
- Expense summaries must be submitted with receipts to be approved
- **All expenses and summaries must be submitted within 10 days of the programme to the Accounts department for reimbursement.**

Travel guidelines

Particulars	Details
Flight/Rail/ AC taxi for outstation visits	School/Adhyayan Facilitator/Assessor team
Taxi from home to airport/rail station and from Airport/rail station to home	Assessors/Facilitators to book their own radio taxi / rickshaw / metered taxi for their travel from home to airport/rail station and from airport/rail station to home. It is recommended that Assessors/Facilitators use Ola or Uber as these companies provide receipts. They can then claim these expenses from Adhyayan against submission of expense statement, vouchers and bills. Only in cases such as travel by rickshaw or metered taxi where vouchers/receipts are not generally provided, Adhyayan shall allow reimbursement without supporting bills / vouchers.
Travel to and from Airport/Rail Station to school/accommodation	To be arranged by school. In cases where the school does not make arrangements, expenses at actuals shall be reimbursed subject to provisions as set out in the previous item.
Use of personal car for travel	If the Assessor/Facilitator chooses to travel using their personal car, this is to be agreed with the Adhyayan Office. Reimbursement for this can be claimed at 8rps per Kilometre.

Accommodation and Food	To be arranged by the school
Daily Subsistence Allowance	In cases where due to the travel schedule, it becomes necessary to take refreshments while in transit, expenses so incurred can be claimed at actuals from Adhyayan against submission of valid bills. However such reimbursable shall be subject to an upper cap of Rs. 300 for lunch / dinner and Rs. 150 for breakfast. When these refreshments are purchased in the airport, they would be subject to an upper cap of Rs. 300 for breakfast and Rs. 500 for lunch/dinner. (This allowance is for food and non-alcoholic beverages only. Laundry, alcohol, internet usage charges, photocopying charges, minibar usage and charges for any other services are not claimable against this allowance).
Any additional purchases related to Adhyayan work	Reimbursements on actuals with the detailed merchant receipts