**Access Assist | Travel and Expense Policy**

### Travel / Journey undertaken Locally

Journeys undertaken by staff members in and around Office other field locations (within a radius of 100 kms) and return on the same day will be treated as local journeys. All reimbursement claims will be verified and approved by the Supervisor. The mode of local conveyance and entitlement are as follows:

##### Travel by Taxi

All staff members are encouraged to use taxis by registered vendors or app-based auto / taxi services. (Invoice to be shared)

##### Travel by Own Vehicle

Travel by own vehicle is possible and claim will be restricted to the following rates:

By car - Rs. 15.00 per km.

By motorcycle/scooter - Rs. 5.00 per km.

In both cases i.e., travel by hired vehicle or travel by own vehicle, reimbursement will only be made for travel from headquarters to other locations on work being undertaken for official purposes. Travel from the home of a staff member to a location of work other than headquarters will be reimbursed if the cost is less than that of traveling from the office and must be approved by the Supervisor. Travel from the home of a staff member to headquarters and/or back will not be reimbursed.

##### Travel Entitlements

By Air (Economy), Rail / II AC Sleeper / Executive Chair Car, AC Deluxe Bus, Taxi.

Train for distances up to 500 km and flight for distances above 501 km.

The choice of mode of travel should be to minimize the loss of working time during the day.

Use of own vehicle for any intercity/outstation travel may be allowed under special circumstances with adequate justification and prior permission of the Supervisor, subject to such travel being not more than 250 km per day.

### Entitlement of Daily Allowance and Hotel Reimbursement is as follows:

##### Rates (Rs.) of Per Diem (No bills required)

|  |  |  |
| --- | --- | --- |
|  | **Class of**  **Cities** | **Budget** |
| I | **X** Class (Metros) | 1200 |
| II | **Y** Class (Tier 2) | 1100 |
| III | **Z** Class (Dist. HQ) | 1000 |

1. **Rates (Rs.) of Hotel Reimbursement (or actual, whichever is less)**

|  |  |  |
| --- | --- | --- |
|  | **Class**  **of Cities** | **Budget** |
| I | **X** Class | 6,500 |
| II | **Y** Class | 5,000 |
| III | **Z** Class | 4,000 |

Note: For the purpose of per diem rates, day means a full day of 24 hours reckoned from mid- night to midnight. No per diem rates will be paid for up to 6 hours. More than 6 hours to 12 hours per diem rates will be 50 percent and for more than 12 hours full per diem rates will be admissible. If the bus/train/flight is late beyond 3 hours, per diem will be calculated as per the actual arrival/departure. [Travel time starts when a staff member moves out from his/her house/office to catch the flight/train/ bus and ends when he/ she reaches the office/house. Maximum time allowed before Air Travel is 3 hours and for other modes is 2 hours before scheduled departure time]

### List of cities falling under different classes as mentioned above is as follows: Category X

|  |  |
| --- | --- |
| Andhra Pradesh | Hyderabad |
| Delhi | Delhi |
| Gujarat | Ahmedabad |
| Karnataka | Bengaluru |
| Maharashtra | Greater Mumbai, Pune |
| Tamil Nadu | Chennai |
| West Bengal | Kolkata |

##### Category Y

|  |  |
| --- | --- |
| Andhra Pradesh | Vijayawada, Warangal, Vishkhapatnam, Guntur, Nellore |
| Assam | Guwahati |
| Bihar | Patna |
| Chandigarh | Chandigarh |
| Chattisgarh | Durg, Bhilai Nagar, Raipur |
| Gujarat | Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat |
| Haryana | Faridabad, Gurgaon |
| Jammu & Kashmir | Srinagar, Jammu |
| Jharkhand | Jamshedpur, Dhanbad, Ranchi, Bokaro Steel City |
| Karnataka | Belgaum, Hubli-Dharwad, Mangalore, Mysore, Gulbarga |
| Kerala | Kozhikode, Kochi, Thiruvananthapuram, Thirussur, Malappuram, Kannur, Kollam |
| Madhya Pradesh | Gwalior, Indore, Bhopal, Jabalpur, Ujjain |
| Maharashtra | Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar City, Malegaon, Nanded, Sangli |
| Odisha | Cuttack, Bhubaneswar, Rourkela |
| Punjab | Amritsar, Jalandhar, Ludhiana |
| Pondicherry | Pondicherry |
| Rajasthan | Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Udaipur |
| Tamil Nadu | Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode |
| Uttarakhand | Dehradun |
| Uttar Pradesh | Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly,  Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, NOIDA, Firozabad, Jhansi |
| West Bengal | Asansol, Siliguri, Durgapur |

**Category Z** - All other locations not in category X or Y.