

This new Domestic Travel Policy of IMI, supersedes earlier policy forming part of service rule. This policy comes into effect from 15th August 2007.

S.No.	Category of Employee	Hotel Boarding & Lodging (Max/Limit) (in Rs.) per day	DA (in Rs.) per day	Own stay arrangements Rs. per day
1	<u><i>FACULTY MEMBERS & GM</i></u>			
	Capital Cities	4000	500	1200
	Others	3000	400	1000
2	<u><i>OTHER OFFICERS/RA's</i></u>			
	Capital Cities	3800	400	1100
	Others	2800	300	900
3	<u><i>STAFF GRADE IV&V/STUDENTS</i></u>			
	Capital Cities	900	300	400
	Others (Ordinary Hotel)	600	200	300
4	<u><i>ATTENDANTS GRADE I TO III</i></u>			
	Capital Cities	700	250	300
	Others	400	200	300

- As boarding & lodging has combined limit, lodging can be in a hotel, food bill can be of any other Restaurant. However, combined expenses with supporting should not exceed Boarding and Lodging limits stated above.
- Conveyance both Airport to destination and local conveyance at actual with supporting wherever possible to be submitted along with tour/travel claims
- DA Calculation will be from time the tour started to the time tour ended. Minimum 12 hrs is a must for DA eligibility.

$< 12 \text{ hrs} = \text{DA} = 0$ $> 12 \text{ hrs} = \text{DA} = 100\% \text{ for the day.}$
- When own arrangement is made for stay, no DA is payable. However, flat amount for own stay arrangement is payable as per above chart. In such cases NO SUPPORTING IS REQUIRED.

- In case of sponsored program in which lunch and accommodation is taken care by clients, 50% of DA is payable to cover Dinner and Miscellaneous expenses. DA covers all food and miscellaneous expenses in normal cases. Hotel Bill / Invoice are mandatory supporting documents in all cases.
- All Travel bills have to be submitted and settled with 15 days of completion of travel.

DOMESTIC TRAVEL

	Category of Employee	Travel/ Air-rail	Travel Road
I	Faculty Members/GM	AIR-Economy Rail-I & II tier sleeper	TAXI/AC Bus
II	Other Officers and RAs	Rail- A/C 2 Tier sleeper	TAXI/AC Bus
III	Staff	Rail- A/C 3 Tier sleeper	BUS / SCOOTER
IV	Attendants	Rail -Second class sleeper	BUS
V	Students nominated for any Program/Seminar/Conference etc.	AC III Tier or Apex Air fare closer to AC III Tier	A/C BUS

Note:

1. TRAVEL BY SHORTEST ROUTE. Exception at the approval of the Director.
2. As far as possible, all individuals should use APEX/ lowest fare basis for Air tickets.
3. Only actual fare paid will be reimbursed in case of travel lower class than the entitlement.
4. A/C First class in train allowed for Category I.
5. Those who are entitled to travel by Car can use their own car and take reimbursement of Rs.8/- per km. In case of Scooter it is Rs.4/- per km.