

## FOREIGN TRAVEL POLICY

Following foreign travel policy comes into immediate effect, which supercedes all earlier practices and verbal policies.

### A. Eligibility Criteria

1. Only permanent employees of IMI are eligible to travel once in 2 years on IMI account. Incase of joint paper by 2 or more authors, it is not transferable/substitutable in nature even if one author is not able to make it for any reason and informed the institute in writing to that effect.
2. Travel is permissible only when the paper is accepted in any institution/university of repute or a conference which will add value to faculty/staff and IMI and confirmed in writing.
3. Incase of **IMI sponsored** cases eligibility criteria of **once in 2 years** is applicable. Incase of **Third party sponsored** (expenses borne by third party/client/customer) the condition of **2 years is not applicable**.
4. Incase of foreign travel which are on sharing basis, **Institute will contribute 1/3<sup>rd</sup> of total expenses if faculty funds the remaining from the share of their consulting and training revenue.**
5. The condition of 2 years does not apply for travels at the instance of clients where such expenses are fully borne by the third party.
6. In case of foreign travel for the paper presentation approved by the Director as a special case within two years, then the faculty needs to give an undertaking that He/She will repay such amounts in case of leaving the services within two years of such travel (effective from 17<sup>th</sup> April 2013 as recommended by the Dean's Committee).
7. In case of faculty development related sponsorship to Harvard or any other overseas sponsorship the faculty concerned has to forfeit four years foreign travel for any other purpose as sponsored by the Institute. In case of resignation within two years of such sponsorship for faculty development, the concerned faculty needs to fully compensate the institute of the amount spent.

### B. Approval Process & Documents required

1. Prior approval of the Director is a must in all such cases.
2. Person who is undertaking such travel shall, provide necessary justifications for such travel.
3. Prior approval of budgeted expenses is mandatory and not more than 15% of variation in actual is permissible in any case.
4. Re-scheduling to emergencies shall be at the discretion of the Director in rare cases.

### **C. Travel/ Boarding/Lodging/Miscellaneous Expenses**

1. Travel arrangement and stay shall normally be arranged through IMI approved vendors and No Direct Air-ticket both for individual and bulk booking shall be allowed. If there are many participants for a program, Travel agent should suggest group booking rates by the shortest possible route for the destination. Travel agent to inform free tickets/group booking rates/point earned clauses in advance.
2. Air tickets for all international travel should be through shortest possible route with lowest economy fare. No individuals can direct travel agents to book their preferred air- lines or route.
3. Any boarding and lodging related shall be clearly backed up by invoices/bills for such overseas stay and incase it is a negotiated deal with a vendor, it has to be in the form of an invoice of vendor who are in that line of business backed up by supporting for stay in hotel
4. Daily Allowance of 100\$ per day is basically paid to cover food & all miscellaneous expenses an individual has to incur during the travel and no other miscellaneous expenses for food/snacks can be claimed for the same.
5. However, if there is a porter expense at an airport (once during the travel) can be considered on declaration. Incase of group programs where dinner is hosted and which is part of program budget (tips can be a budget head of expenses and can be claimed from IMI).This is not applicable for individuals for their presentation of papers & conferences.
6. Normally, all claims for B&L must have proper supporting like invoice/bill of the same hotel. For lodging, IMI will bear the stay and at most break-fast cost. Lunch & Dinner to be covered by DA of 100\$ paid to individuals.
7. If the payment for Travel, B&L and out of pocket expenses are borne by third party, bills/invoices have to be submitted to such third parties by the service provider. In such cases these bills need not be submitted to IMI. 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/ Invoices are mandatory supporting documents in all cases.
8. All local conveyance claimed shall have Taxi cards/taxi slips filled in with rate with signature where ever possible to be submitted along with the claim. Travel expenses claim vouchers need to reflect.

9. The maximum limit for any foreign travel is Rs.1,75,000/- which cover all expenses of Travel, Boarding, lodging, DA, Conveyance, Registration/Delegate fee.
10. All travel expenses must be settled within 15 days of completion of such travel in a format which covers the following points (formats will be available with Accounts Office till such time they are kept in intranet in a downloadable format)
  - a) Travel cost, even if it is directly paid by IMI to the vendor. (Mention paid by IMI Directly)
  - b) Boarding & Lodging cost even if it is directly paid by IMI to the vendor (Mention paid by IMI directly)
  - c) DA & expenses claimed
  - d) Total Expenses for the trip
  - e) Advance taken for the trip
  - f) Amount payable or Receivable
  - g) All conversions to INR to be done and INR value to be arrived before submission