



## **Policy - Relocation Allowance for New Joining Faculty**

The employee will be eligible to have his/her relocation expenses reimbursed only if the current location is at least fifty (50) kilometer farther from the Institute.

The following amount is reimbursable:-

- 1) travel in economy class for self (reimbursement on production of ticket and boarding pass)
- 2) transportation of luggage at standard Carrier rate with a maximum limit of 80% of basic (reimbursement on production of bills).