

University of Calcutta

Revised Travel Guideline

- i) At the moment, members concentrated on the planning for the year 2013.
- ii) For International travel, grant from TEQIP fund shall be used for covering the following expenses:
 - a. 100% of travel expenses (air fare, train fare, etc.) by excursion fare in economy class airline (a justification for choosing a particular airline / routing is to be provided). No local travel expenses would be provided except if it is part of onward and return journey.
 - b. 100% of per diem as per UGC norms or equivalent to US\$100 per day (US\$ 40 per day if accommodation is provided by the host institute) of stay in the Institute/University being visited. The stay would be for a maximum of one week for study visit and networking tour. However, the grantee may stay abroad for longer duration as admissible by the leave rule and approved by competent authority for which no additional financial support can be provided through TEQIP fund.
 - c. 100% of visa fees and incidental charges.
 - d. 100% of mandatory medical insurance, and/or compulsory vaccination charges.
 - e. 100% of course fee / registration fee for training program or US\$600 (or equivalent in appropriate currency), whichever is less.
- iii) For Domestic travel, grant from TEQIP fund shall be used for covering the following expenses:
 - a. 100% of travel expenses (air fare, train fare, etc.) by excursion fare in economy class airline (a justification for choosing a particular airline / routing is to be provided). No local travel expenses would be provided except if it is part of onward and return journey.
 - b. Rs. 17500/- per week (Rs. 3500/- per week if accommodation is provided by the host institute) of stay in the Institute/University being visited for a maximum of 4 weeks. However, the grantee may continue to visit for longer duration as admissible by the leave rule and approved by competent authority for which no additional financial support can be provided through TEQIP fund.
- iv) The members agreed to disburse the travel expenses and visa fees by 100% on production of the ticket, and necessary documents. For other items, 50% of the budget amount would be issued as advance. The remaining 50% shall be reimbursed after fulfilling the undertaking given by the respective faculty.
- v) The committee shall reconsider the proposed guideline after six months depending on the actual usage of the fund so that maximum academic gains can be yield from the scheme.
- vi) In case of international travel, the individual proposals have to be sent to SPFU for approval at least 60 days before the proposed date of travel. A format for application has been provided by NPIU and the same would be adopted for international travel. In case of travel within India, the procedure and application format as has been approved in the meeting on May 11 is continued to be used.

sd/-

Nodal Officer, Faculty & Staff Development activities, TEQIP

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TEQIP Coordinator