

Ref. No. Travel/RS/1

Dated: 27/7/2020

PROPOSAL: Operational Guidelines for Travel

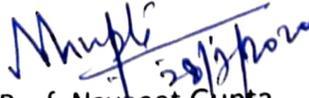
Consequent upon revision of fellowship by Government funding agencies for research personnel and entitlement of Travelling allowance of BITS, Pilani (Ref No. S/123 dated 7/12/2009), following changes in the Travel Entitlements related to academic purpose need to be made, which will be effective from 1.4.2020. The details are given below:

Research Personnel	Travel Entitlements	Boarding & Loading
Research Associates/ SRF/JRF/Institute Fellows	AC 2 tier class by train	Hotel Accommodation upto Rs 1500/- per day, and Food Bill & Local transport upto Rs 1000/- per day (with receipts)

The following guidelines will be followed in this regard:

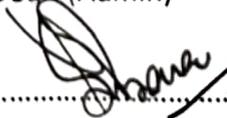
1. Prior approval for the travel will be required.
2. For travel within the country, Research personnel will be entitled to have reimbursement of actual fare paid subject to maximum of fare for AC-2-tier class of Railways, irrespective of whatever better mode/higher class they actually availed. All such candidates are advised to attach the AC-2-tier fare structure along with such travel claim to make the processing effective at SRCD/AGSRD.
3. In case of places not connected by rail, travel by AC bus is allowed.
4. The participation in scientific events/workshops in India or abroad will be treated as "on duty" with due approval of the Institute.

Submitted for kind approval please as an operational guideline at Campus level.


 Prof. Navneet Gupta
 Associate Dean-SRCD


 Prof. Jitendra Panwar
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 Dean (Admin)


 Director