



## Policies & Procedures Manual

### Sir Syed University of Engineering & Technology

<b>Title of Policy:</b> Travelling and Accommodation Policy	
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#### Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
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<b>Reviewed by:</b>	Finance & Planning Commission		10-09-2020

## **Travelling and Accommodation Policy**

### **Preamble**

For official duty, SSUET employees need to travel abroad as well as in Pakistan. Travelling and accommodation charges are borne by SSUET for official visits. However, there was no policy document that defined the rules for travelling and the amount to be paid to the employee. The payments were made on case to case basis. This policy document describes the rules and amount of travelling & accommodation expenses to be paid to SSUET employees according to their cadre and also according to the country of their visit.

### **1. Eligibility**

All employees (Regular and Contractual) of the Sir Syed University shall be eligible for the following travel and accommodation entitlements depending on their position/ grade as stated in Travelling & Accommodation Policy of the University.

### **2. Entitlement (Travel for Official Work Within Pakistan)**

The travelling entitlement, accommodation and daily allowance of faculty and staff are applicable only when the employee travels for official work within Pakistan. The allowances are as follows:

<b>No.</b>	<b>Grade (equivalent in regular &amp; contract hiring)</b>	<b>Mode of Travel</b>	<b>Accommodation</b>	<b>Daily Allowance</b>
1	12	By Air - Economy	Actual	Rs.5,000/-
2	11	By Air - Economy	Up to Rs.10,000/- (Plus Admissible Government Tax) or actual whichever is less	Rs. 4,000/-
3	9 - 10	By Air - Economy	Up to Rs. 8,000/- (Plus Admissible Government Tax) or actual whichever is less	Rs.3,500/-

4	7 - 8	By Air - Economy	Up to Rs. 5,000/- (Plus Admissible Government Tax) or actual whichever is less	Rs.2,500/-
5	4- 6	By Train Only	Up to Rs. 3,000/- (Plus Admissible Government Tax) or actual whichever is less	Rs.1,500/-
6	1- 3	By Train Only	Up to Rs. 1,800/- (Plus Admissible Government Tax) or actual whichever is less	Rs.900/-

### **3. Entitlement: (Travel for Official Work outside Pakistan)**

The travelling entitlement, accommodation and daily allowance of faculty and staff are applicable only when the employee travels for official work outside Pakistan. **Staff Members having Grade 6 or below are not entitled under this category.** The allowances are divided in following three categories:

#### **3.1. Entitlement: (Travel for Official Work outside Pakistan to Countries located in South East Asia, South Asia and Central America)**

No.	Grade (equivalent in regular & contract hiring)	Air Travel	Accommodation	Daily Allowance
1	12	Economy	Actual	US \$ 90/-
2	11	Economy	Upto US \$ 100/- or actual whichever is less	US \$ 68/-
3	9 - 10	Economy	Up to US \$ 90/- or actual whichever is less	US \$ 54/-
4	7 - 8	Economy	Up to US \$ 70/- or actual whichever is less	US \$ 45/-

**3.2. Entitlement: (Travel for Official Work outside Pakistan to Countries located in South America, Eastern Europe, Northern Africa, Middle East, Central Asia excluding Japan and East Asia).**

No.	Grade (equivalent in regular & contract hiring)	Air Travel	Accommodation	Daily Allowance
1	12	Economy	Actual	US \$ 108/-
2	11	Economy	Up to US \$ 120/- or actual whichever is less	US \$ 81/-
3	9 - 10	Economy	Up to US \$ 108/- or actual whichever is less	US \$ 65/-
4	7 - 8	Economy	Up to US \$ 84/- or actual whichever is less	US \$ 54/-

**3.3. Entitlement: (Travel for Official Work outside Pakistan to Japan and other Countries located in Middle East, Western Europe including Turkey, North America and Australia)**

No.	Grade (equivalent in regular & contract hiring)	Air Travel	Accommodation	Daily Allowance
1	12	Economy	Actual	US \$ 126/-
2	11	Economy	Upto US \$ 140/- or actual whichever is less	US \$ 95/-

3	9 - 10	Economy	Up to US \$ 126/- or actual whichever is less	US \$ 76/-
4	7 - 8	Economy	Up to US \$ 98/- or actual whichever is less	US \$ 63/-

#### **4. General Rules for Travel Policy**

The following General Rules are set for this Travel Policy:

- a. Daily Allowance (DA) is a uniform allowance for each day of absence from University for official work which is intended to cover the extra daily expenditure incurred by an employee in consequence of such absence. A day is to be reckoned from mid-night.
- b. A part of the day, at the commencement or end of the tour, is to be reckoned as a full day, if it is 8 hours or more and half day if it is less than 8 hours but more than 4 hours.
- c. DA at half rate will be admissible for half day.
- d. A part of day less than 4 hours is to be ignored for the purposes of DA.
- e. Employees(s) who use personal accommodation instead of the hotel will be paid amount equivalent to two Daily allowances or Hotel limits whichever is less.
- f. An employee who takes Casual Leave when on official tour will not be entitled to draw DA during such leave.
- g. An employee who takes Casual Leave immediately on the conclusion of duty will draw DA for the day of departure from the out-station to which he/she would have been entitled, had he/she not proceeded on Casual Leave.

- h. An employee who during the course of his/her official tour returns to Karachi on Sunday or a public holiday to attend to his/her private/family/personal commitment will not be entitled to draw DA for the day or days spent at Karachi.
- i. Travelling allowance for road mileage will be paid to an employee only if the journey is performed in the interest of the University by using private Car or full Taxi. Such an authorization shall be granted by the Vice Chancellor before the journey is undertaken. Expenditure incurred on travel by road using own transport shall be reimbursed at a rate approved by the Vice Chancellor from time to time keeping in view the prevailing fuel prices.
- j. The period of journey shall commence from the hour a person leaves his/her office/residence and shall terminate at the hour he/she returns to his/her office/residence or reaches his/her destination, as the case may be.
- k. Normally the return journey shall be under taken on the same day after conclusion of the University's business.
- l. When official conveyance is provided, Travel Allowance (TA) shall not be admissible.
- m. If the travelling is Sponsored and its Boarding and Lodging facilities will be provided by the Sponsor, then no TA/DA is allowed.
- n. Payment on account of excess baggage for personal effects is not permissible.
- o. If the hotel bill includes three meals, then no DA is allowed.
- p. All admissible travel expenses shall be reimbursed in accordance with the University's Travel and Accommodation Policy. The travel expenses claim shall be made on a completed TA / DA form duly supported by original vouchers / bills.