

SIKKIM MANIPAL UNIVERSITY

5th Mile Tadong
Gangtok - 737102

No.SMU/Reg/2011- 148

Date: 26 May 2011

REIMBURSEMENT OF TRAVEL EXPENSE IN CASE OF EXTERNAL EXAMINERS

General

1. External Examiners attending examination work at SMIMS/SMIT shall be entitled to reimbursement of travel expenses including accommodation charges and DA as given in succeeding paragraphs.

Entitlement

2. Reimbursement of travel expenses shall cover the following:-
- Actual cost of ticket or fare paid for the journey subject to upper limit of II AC fare for journey undertaken by rail/road by bus/luxury bus/taxi/own car/hired car for distance travelled or actual cost of AIR (Economy) ticket in case of PGD & PhD Examination.
 - Accommodation will be provided by University/Institute.
 - DA of Rs. 600/- per day i.e. working DA.
 - Travel DA at the rate of 50% of working DA.

Reimbursement

3. The Claim for reimbursement shall be accompanied by:-
- Xerox copy of Air/Train/Bus Ticket/Fare receipt of Luxury Bus/hired car. Personnel travelling by their own car shall mention the registration number of the vehicle.
 - Copy of Accommodation bills if any.
4. DA shall be admissible from time of commencement of the journey till the time of return to the usual place of residence.
5. The claim shall be preferred on the form available with SMIMS/SMIT, and shall be scrutinized by the HOI before effective payment.

Supersession


6. These instructions supersede all previous instructions on this subject.
7. This has the approval of Vice Chancellor.

Station: Gangtok

Date: 26 May 2011

Copy to:

- Pro VC (Medical) SMU & Dean, SMIMS
- Pro VC (Tech) SMU & Director, SMIT
- Director - Distance Education
- Addl. Controller of Exams, SMU
- Dy. Controller of Exams, SMU
- Head HR & General Services
- Finance Officer, SMU


Ms Namrata Thapa
Registrar
Sikkim Manipal University