

SIKKIM MANIPAL UNIVERSITY

5th Mile Tadong
Gangtok - 737102

No.SMU/Reg/2011- 145

Date: 26 May 2011

REIMBURSEMENT OF TRAVEL EXPENSES ON INITIAL JOINING

General

1. **Purpose.** The Provisions contained in these rules are meant to assist new employees and fresh appointees with their initial cost of travel from their usual place of residence to the institution they report for duty.

2. **Entitled Employees.** The following categories of staff are entitled to claim reimbursement of their initial travel expense incurred while proceeding to report for duty:

- (a) Persons appointed as regular employees;
- (b) Persons appointed on contract or tenure basis for a period of not less than twelve months;
- (c) Persons engaged on contract or tenure basis for a period less than twelve months if reimbursement of travel expenses is specifically provided for in their letter of engagement.

Applicability.

3. No claim for reimbursement will subsist:

- (a) When the period of engagement/ tenure /contract is extended for further period/periods either by a letter of extension or by fresh engagement letter; or
- (b) When the original period of engagement/tenure/contract together with any extended period/periods of engagement/tenure/contract exceeds twelve months; or
- (c) When a person who has retired or resigned or is otherwise terminated from the institution's employment is reappointed or engaged afresh on whatever terms, except when the actual period of break in service is not less than two months in which case the entitlement will be determined according to para 2 above.

4. These provisions will not apply to the following:

- (a) Persons who are on deputation from other institutions.
- (b) Persons who are employed or engaged locally and are domiciled or have an established place of residence in Sikkim.

Reimbursement of Travel Expenses.

5. A claim for reimbursement will consist of:

(a) Actual travel expenses for self and (if applicable at the time of initial appointment) of spouse and upto two dependent children who have not attained the age of 18 years. The travel will be by the shortest practical route from the appointee's usual place of residence to the institute and in accordance with mode/class of travel applicable under Domestic Travel Policy.

(b) Reimbursement of transportation expenses to cover the cost of luggage, freight and other related expenses will be limited upto a maximum of one month's basic pay or 60% of pay of employees drawing consolidated salary. Basic pay for this purpose shall be basic pay and AGP.

6. The head of Institution may, upgrade the mode/class of travel in specific instances to meet any exigencies of work.

7. The claim for transportation expenses should be accompanied with original transporter bill (consignee copy), money receipt, list of articles transported with vehicle number.

8. In lieu of transportation expenses reimbursement, an employee may bring personal vehicle from his hometown to the institute and claim can be made supported with bills for fuel used en-route. The reimbursement will be given as per the Domestic Travel Policy.

9. All claims shall be made within three (3) months from the date of joining. A onetime extension of not more than three (3) months can be given, if applied for, quoting reasons. However, the amount of claim shall be reimbursed to the employee by the Finance Department only after six months of joining.

Miscellaneous.

10. The reimbursement of initial travel expenses is granted on the premise that the person so granted would complete the current tenure of employment/engagement or not less than twelve months of continuous service if that person has been appointed on a regular basis.

11. Further if the appointee relinquishes the job within 12 months of his/her appointment, he/she will be required to refund the entire amount so reimbursed towards travelling and transportation expenses for joining duty. The reimbursement claim will contain an undertaking to this effect duly signed by the claimant.

Supersession

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

Station: Gangtok

Date: 26 May 2011

Copy to:

1. Pro VC (Medical) SMU & Dean, SMIMS
2. Pro VC (Tech) SMU & Director, SMIT
3. Director - Distance Education
4. Addl. Controller of Exams, SMU
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7. Finance Officer, SMU



Ms Namrata Thapa
Registrar
Sikkim Manipal University