

KINGS

ENGINEERING COLLEGE

An Autonomous Institution

Affiliated to Anna University, Chennai



TRAVEL POLICY

As per the Approval of Governing Council
(Updated in 2025)

PREFACE

Objective:

To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the college.

1. LOCAL TRAVEL

For local official travel (within the city where the employee is based), employees may avail the College Transport Bus / Car by submitting a request form stating the official purpose for which the transport is required.

Otherwise,

If an employee uses their own vehicle for official work, reimbursement shall be made as per the entitlement below. The employee may choose an efficient mode of travel and obtain approval from the HoD before travel.

a. Two Wheeler

Petrol expenses shall be reimbursed on submission of valid fuel bills.

b. Metro / Auto / Bus Charges

Metro, auto, taxi, and bus charges shall be reimbursed based on actual expenses incurred.

Guidelines:

❖ For claiming conveyance reimbursement, the employee shall fill in the Local Conveyance Reimbursement Form with complete travel details and obtain approval from the HoD and Principal before submitting it to the Accounts Section for payment.

❖ Parking charges and toll charges shall also be reimbursed upon submission of valid parking/toll receipts along with the reimbursement form.

❖ Local travel expenses from residence to college and from college to residence shall not be reimbursed.

❖ This condition shall not apply to field staff or employees whose nature of duty primarily involves travel. Such employees may be compensated as decided by the college authorities from time to time.

❖ College bus transportation opted by students at the beginning of the academic year may be changed only once during the academic year, subject to availability of seats and approval from the Transport Department and Management.

2. DOMESTIC TRAVEL

Travel and tour reimbursements shall be provided to employees travelling outstation for official purposes.

The heads covered under this include:

- Travel Expenses (Travel Tickets)
- Accommodation Charges
- Registration Fees
- Boarding and Lodging Expenses
- Local Conveyance Charges
- Toll and Parking Charges

The HoDs and other executives provided with transport facilities may be reimbursed for actual expenses incurred, subject to submission of necessary bills when institutional transport is not available.

The entitlement details are as follows:

Faculty	Travel by Train	Travel by Road
Faculty Members	AC II Tier / AC III Tier / AC Chair Car / Sleeper Class (as approved)	Ordinary Taxi / Auto / Public Bus / AC Bus (as approved)

The staff undertaking official work may also claim local conveyance expenses as approved by the Management from time to time.

Auto fare may be reimbursed where the place of visit is not connected by bus or train facilities.

3. TRAVEL FOR ATTENDING CONFERENCES / SEMINARS / FDPs

Faculty members shall be permitted to attend Conferences, Seminars, Workshops, Faculty Development Programmes (FDPs), and Academic Meetings during the academic year with prior approval from the Management.

The institution shall grant **On Duty (OD)** permission for attending approved academic programmes.

However, except for OD permission, the Management shall not bear expenses towards:

- Registration / Conference Fees
- Travelling Allowances
- Daily Allowances
- Accommodation and Boarding Charges

Faculty members attending such programmes shall make their own arrangements and

bear the expenses personally unless otherwise specifically approved by the Management.

4. SPORTS & GAMES

To encourage participation in sports and games and to promote quality sportsmanship among students, the institution shall support participation in matches and tournaments organized by Universities and recognized Sports Bodies.

The participating students shall be provided allowances as follows:

Outstation and Distance:

Beyond 50 Kms – ₹125/- per day

Within City Distance:

Up to 50 Kms –

₹50/- TA

₹75/- DA

The claims along with necessary details and supporting bills, duly authorized by the Physical Director / Faculty In-charge and Principal, shall be submitted for sanction.

5. INDUSTRIAL VISITS

Industrial Visits may be organized for students with prior approval from the Principal and Management to enhance practical exposure and industry interaction relevant to their programme of study.

- ❖ The concerned department shall plan and organize the Industrial Visit in coordination with the industry concerned.

- ❖ Students participating in the Industrial Visit shall obtain permission from their parents/guardians wherever applicable.

- ❖ Expenses towards travel, food, accommodation, entry fees, and other related charges shall be borne by the students unless specifically approved by the Management.

- ❖ Faculty members accompanying students for Industrial Visits shall be granted On Duty (OD) permission.

- ❖ All participants are expected to maintain discipline, punctuality, and proper conduct during the visit.

- ❖ A detailed report of the Industrial Visit shall be submitted by the concerned department after completion of the visit.

6. GENERAL CONDITIONS

❖ All travel shall be undertaken only with prior approval from the competent authority.

❖ Original bills, tickets, and receipts must be submitted for reimbursement.

❖ Any false claim or submission of fabricated bills shall lead to disciplinary action.

❖ The Management reserves the right to revise or modify this policy at any time based on institutional requirements.



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