

TRAVEL REIMBURSEMENT GUIDELINES

- Soft copy of TA form will be mailed from NPTEL office, IIT Madras. Copies need to be made and added to the workshop Kit

NOTE:

- ❖ **Without travel tickets, reimbursement will not be done.** Please ensure to enclose travel ticket along with TA form for all participants and delegates while reimbursing.
- ❖ **Please settle the TA in CASH for all participants at the end of the workshop. No cheque or DD will be provided to participants.**
- ❖ Carefully go through the TA rules and regulations. Please have one person from your Institute Accounts section to be present at the workshop to care of the accounts.
- ❖ The expenditure statement, as given in the guidelines, should be prepared and submitted to the NPTEL accounts for settling the accounts.
- ❖ Please have the cash ready while reimbursing The TA claims of the participants.

Travel Reimbursement Rules:

1. *Travel fare will be reimbursed only with the submission of tickets. This is mandatory.*
2. **Original onward train ticket/ bus ticket/ Taxi fare ticket and photocopy of return ticket should be provided for travel reimbursement.**
3. Travel allowance for all participants will be reimbursed on the last day of the workshop.
4. Only round trip fare from the participant's institution to your institution will be reimbursed. Maximum permissible distance (one way) for reimbursement is 100km (unless prior approval is sought from the concerned IIT/IISc).
5. For dignitaries, TA shall be reimbursed by the NPTEL office at the IIT/IISc which is coordinating the workshop within two weeks' time after the workshop. Please make sure to collect the travel ticket (onward –original, return – photocopy;

boarding pass, if travelled by flight) & get their postal address. NPTEL office will settle the claim by DD/ cheque which will be posted to them.

Bus travel:

For local participants, bus fare from/to city will be reimbursed.

Using personal car:

Participants traveling by their own car should remit a copy of their RC book and should declare the distance travelled. They will be paid **Rs 8/km**.

Using Travel Cab

The original bill as charged by the travel services should be submitted for reimbursement.

Travel By Train

For those traveling by train, the reimbursement will be equivalent to the **II A/C train fares** from the participant's city to the city of the host institute.

Local Conveyance

Local conveyance (railway/bus station to venue of workshop) will be reimbursed only on production of taxi/auto receipt.

Note:

TA will be provided to Librarians of attending institutes only for NPTEL general awareness workshops.

For course specific NPTEL workshops, unless the librarian is also a faculty member of the college, reimbursement of TA will not be done.

The TA forms (along with all the tickets/bills submitted) should be sent to the NPTEL office in the IIT/IISc which is helping organize the workshop. Each form should be signed by the concerned participant and the organizing institute.