



Samarth In Participatory Action (SIPA) Travel Policy

The following travel rules shall come into effect from 1st June 2026 and shall be applicable on all employees of SIPA

1 Defining ‘Official Tour’:

For the purpose of these rules, any official travel undertaken by the professionals and/or staff of SIPA outside the Municipal limits of headquarters i.e. normal place of posting of a person, involving more than 12 hours of absence from the place of posting, shall be considered as ‘official tour’.

The official will be eligible for DSA only while travelling outside base station. If official is staying in night at assigned field area in compliance to the need of project, actual lodging expenditures will be reimbursable on submission of bills/declaration.

However, field visits undertaken by the concerned field staff in their own project areas will not be treated as tour and, therefore, during such field visits, persons travelling within their respective project areas, shall not be entitled to make any claim for Daily Subsistence Allowance (DSA). Only in some exceptional cases, subject to prior written sanction from the CEO to this effect, a person may claim for DSA during such visits also.

Professionals and/or staff of SIPA undertaking an ‘Official Tour’ may be provided Travel Advances, if required, for travelling out of their respective base city for official purposes. It is advised that for short duration travel advance is not taken; actual reimbursement of bills should be claimed after completion of journey.

2 Categorization of staff for TA/DA:

For the purpose of claiming Travelling Allowance and Daily Subsistence Allowance (DSA), the professionals and staff of SIPA have been grouped into following three categories:

Category I: Drawing monthly gross salary/ professional fee of Rs.75,000/- and above

Category II: Drawing monthly gross salary/ professional fee between Rs.40,000/- to 74,999/-

Category III: Drawing monthly gross salary/ professional fee up to Rs.40,000/-.

Travel for official purpose will normally be admissible by the shortest route. However, the CEO may relax this condition wherever so justified.

The traveler shall be able to claim as per the defined rates in the policy or the budget provided, whichever is lower.

3 Mode of Travel:

Category wise mode of travel is as under:

Category	Mode of Travel
Category I	Air, 1st/2nd AC train, Own/Rental Car
Category II	2nd/3rd AC
Category III	3rd AC

However, a female staff travelling alone during night time can travel up to 2nd AC if required. Staff may travel in a higher class only if so, approved by appropriate authority.

4 Lodging:

The limits of lodging charges shall be as under:

Category	Metro cities	State capitals and Class-I cities	Cities other than Class-I cities
Categories I	Rs. 3500/- per day	Rs. 3000/- per day	Rs. 2400/- per day
Categories II	Rs. 2400/- per day	Rs. 2400/- per day	Rs. 1800/- per day
Categories III	Rs. 2400/- per day	Rs. 1800/- per day	Rs. 1500/- per day

Double Occupancy is encouraged wherever possible.

The lodging charges paid by an employee/ staff while on tour shall be reimbursed on production of receipt/ bills from hotel/guest house. The receipt must be stamped as 'Paid' by the Hotel /Guest house.

The excess expenditure over and above the aforesaid limit will be deducted from Salary/advances unless approval of CEO is obtained for such excess expenditure.

5 Daily Subsistence Allowance (DSA):

(i). All staff members shall be entitled for the following DSA:

Category	Metro cities	State capitals and Class-I cities	Cities other than Class-I cities
Category I	Rs. 1200/- per day	Rs. 1000/-per day	Rs. 900/- per day
Category II	Rs. 1000/- per day	Rs. 700/- per day	Rs. 700/- per day
Category III	Rs. 900/- per day	Rs. 600/- per day	Rs. 600/- per day

If any of the officials of SIPA is attending workshop/ meeting/ conference/ training organized by outside organizer, and if all arrangements are provided by the Organizer, then the employee shall be entitled for only 25% of DSA as per rates specified above.

An employee/ staff shall be entitled to claim DSA as per his grade provided:

1. Prior Approval is sought for the tour from the supervisor over e-mail;
2. If there is no night stay during the travel, 50% DSA can be claimed.
3. Anyone reaching back to his/her place of posting before 10 am from the travel, no DSA can be claimed for that day of return journey.

(ii). DSA for Staff travelling as Resource Person

50% of the applicable DSA shall be admissible when a staff is travelling as resource person for Training Programs/Meetings/ SIPA's work/ Event etc, where boarding and lodging expenses are covered (breakfast, lunch and dinner) by the Office/ Organization/ Institution. If only lunch is provided, the applicable DSA rate will be 75%. The staff will be treated as resource person if he/she is a trainer or facilitator.

(iii). DSA for Staff travelling as Participant in a Training/Workshop

In case a staff is attending Event/ Workshop/Training/ Meeting as a participant either for Capacity Building or representing organization where boarding and lodging costs are covered, only 25% of the DSA will be applicable.

(iv) Team Leaders and members of Senior Management are permitted to incur expenses on lunch, dinner, or refreshments with their team members while on official duty. Such expenses may be claimed on an actual basis, subject to submission of supporting bills. However, for the day on which such expenses are claimed, the Daily Subsistence Allowance (DSA) shall be restricted to 50%.

6. Broad Rules for Overseas Travel:

The DSA for the tour performed abroad would be as under:

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|------|---|---|------------------|
| (i) | For Western, European countries and other developed countries | : | 25 US \$ per day |
| (ii) | For Asian / African / others countries | : | 15 US \$ per day |

Employee has to submit an undertaking that DSA has not been paid by the concerned institution. In case DSA has been paid to the employees by the concerned institution, no DSA shall be payable by SIPA. Document detailing the support provided by the agency should be attached with the travel claim.

The CEO at his own discretion, may decide on the eligibility criteria for DSA for foreign travel on a case-to-case basis.

7 Local Conveyance Rules:

Staff shall be eligible for claiming local conveyance in case of in city travel for official purposes.

Use of own vehicle for local travel can be claimed as under:

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|----|-------------------|-------------------------|
| 1) | For Four-wheeler: | Rs. 11.00 per kilometer |
| 2) | For two-wheeler: | Rs. 6.00 per kilometer |

However, the above rates are subject to revision, depending upon the future increase/decrease in petrol/diesel prices.

Further local conveyance shall be permitted on the following basis:

- Category I - Taxi/ Own Car
- Category II - By Auto/ own car (SUBJECT TO APPORVAL),
- Category III - By Bus/Auto if Bus is not available for the route

Category III may be permitted for Taxi in following circumstances

- (a) If staff member is going to field and she/he is carrying heavy learning material.
- (b) If staff member has to catch train at odd hours i.e. between 10 P.M. and 7 A.M. Any other exigency, subject to approval from the appropriate authority.

In case local travel is carried out by official vehicle, staff should ensure mentioning necessary details like Project name/purpose/ Budget line etc. in the Log book of the vehicle.

In case of tour conducted by CEO, actual expenditure on tour would be reimbursable subject to production of bills/ supporting documents.

8. Submission of Travel Claim:

Prior approval for any official tour, in the prescribed format should be sought from the Supervisor Copy of tour approval and tour report needs to be attached with the travel claim, without which the travel claim is liable for rejection.

Upon returning to HQ, within 3 days of the completion of tour, travel claim, in the prescribed format, along with all supporting documents needs to be submitted, to the Accounts Department for further process. It will be the responsibility of the concerned staff to seek approval from his supervisor and submit approved claim to the Accounts Department.

9. Categorization of Places for official travel:

9.1 Metro Cities

Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, and Pune.

9.2 Class 1 Cities

Andhra: Pradesh: Vijayawada, Warangal, Visakhapatnam, Guntur
Assam: Guwahati
Bihar: Patna
Chandigarh: Chandigarh
Chhattisgarh: Durg-Bhilai Nagar, Raipur,
Gujarat: Rajkot, Jamnagar, Bhavnagar, Vadodara
Haryana: Gurgaon, Panchkula Faridabad
J &K: Srinagar & Jammu
Jharkhand: Jamshedpur, Dhanbad& Ranchi Karnataka: Belgaum,
Hubli-Dharwar, Mangalore, Mysore
Kerala: Kozhikode, Kochi, Thiruvananthapuram
Madhya Pradesh: Gwalior, Bhopal, Jabalpur, Indore
Maharashtra: Amravati, Aurangabad, Nasik, Nagpur, Bhiwandi, Sholapur, Kolhapur
Orissa: Cuttack, Bhubaneswar Punjab: Amritsar, Jalandhar, Ludhiana Pondicherry
Tamil Nadu: Salem, Tirupur, Coimbatore, Tirucherapalli, Madurai
Telangana: Hyderabad
Rajasthan: Bikaner, Jodhpur, Kota, Raipur
Uttarakhand: Dehradun, Haridwar and Rishikesh
Uttar Pradesh: Varanasi, Kanpur, Moradabad, Meerut, Aligarh, Agra, Bareilly, Allahabad,
Gorakhpur, Ghaziabad, Lucknow