

TA/DA Rules
April 01, 2020

1. Permissible Mode of Travel - Domestic

Category of Personnel Traveling (as mentioned in CUTS Designation Matrix)	Permissible Mode of Travel
Category I – Grade A	Air (Executive / Economy Class by shortest route), AC I Class, Taxi
Category II – Grade B	Air (Economy Class by shortest route), AC I Class, Taxi
Category III – Grade C & D	AC II Tier, AC Luxury Bus, Taxi (If a group of 2 and above are traveling to the same destination)
Category IV – Grade E	DLX Bus, I Class or AC III Tier, Taxi (If a group of 3 and above are traveling to the same destination)
Category V – Grade F	Ordinary Bus/ Railway II Tier

Notes:

1. All travel should be through the shortest possible and cost effective route.
2. Though air travel is permissible for Category I, it is to be availed only in case of a genuine reason. There is a provision of Executive class for Grade A depending upon the reason(s) and options available for a particular travel.
3. Though travel by taxi is permissible for personnel coming under category I, it is preferable to avail only if a minimum of two persons are traveling to the same destination.
4. If there is a budget available in a particular project, the travel through taxi is permissible, where the other transportations are not easily available.
5. For any mode of travel undertaken invoice/ bills/ tickets need to be attached as proof of travel for accounts to pass such travel claims.
6. In projects where travel is budgeted, an employee has to take approval from the Centre Head for the mode of travel in advance.
7. Please refer to other general guidelines provided in Annexure II

2. Permissible ceilings for Accommodation - Domestic

Category of Personnel Traveling (as mentioned in CUTS Designation Matrix)	`A' Category Cities	`B' Category Cities	`C' Category Cities
Category I – Grade A	On Actuals		
Category II – Grade B	7000/-	5000/-	3000/-
Category III – Grade C & D	5000/-	3000/-	2000/-
Category IV – Grade E	3000/-	2000/-	1500/-
Category V – Grade F	2000/-	1500/-	1000/-

Notes:

1. The rates are maximum permissible room rentals per day and for actual boarding.
2. Room rental bills of the hotel will have to be submitted as proof of stay.
3. Staff will be reimbursed only the maximum permissible amount notwithstanding the actual paid amount, if it exceeds the maximum permissible limits.
4. In cities where guesthouse facilities are available (New Delhi, Jaipur and Chittorgarh), staff are not permitted to stay in hotels, unless in case of non-availability of accommodation in the guest house OR any other justifiable circumstances.
5. The maximum permissible rates are only for room rents and will not include laundry or any other additional room service facilities availed during the stay.
6. Cities falling under various categories are in Annexure I of the rules.
7. Please refer to other general guidelines provided in Annexure II.

3. Permissible ceilings for Meal per Day - Domestic

Category of Personnel Traveling (as mentioned in CUTS Designation Matrix)	`A' Category Cities	`B' Category Cities	`C' Category Cities
Category I – Grade A	On Actuals		
Category II – Grade B	2000/-	1500/-	1000/-
Category III – Grade C & D	1500/-	1000/-	800/-
Category IV – Grade E	1200/-	800/-	500/-
Category V – Grade F	800/-	600/-	500/-

Notes:

1. The rates are maximum permissible limits of expenses. Supporting or bills will have to be submitted as a proof of expenditure.
2. In case the expenses incurred exceed the maximum permissible amount, only the permissible amount would be reimbursed unless the expense is justified otherwise.
3. Expenses of personal nature viz. alcohol, cigarettes, laundry, etc., are not permissible.
4. Cities falling under various categories are listed in Annexure I of the rules.
5. Please refer to other general guidelines provided in Annexure II

4. Permissible ceiling for local conveyance – Outstation

Category of Personnel Traveling (as mentioned in CUTS Designation Matrix)	Permissible Mode of Local Conveyance
Category I – Grade A	Local Taxi at the maximum of Rs. 2,000/- for full day. (Point to point Taxi/Cab is recommended).
Category II – Grade B	In case of use of own vehicle: a. Rs. 3.50 per km for two wheelers, and b. Rs. 8 per km all inclusive for four wheelers.
Category III – Grade C & D	Expenses such as toll charges, parking etc. would be reimbursed on actuals on production of bills.
Category IV – Grade E	Auto rickshaw/ local trains /buses
Category V – Grade F	Ordinary bus or local train

Notes:

1. All claims for full day hiring of Taxi/Auto will have to be supported with bills or vouchers giving the name of the taxi company (if any), number of the taxi/Auto, opening meter reading, closing meter reading, number of hours of usage of the Taxi/Auto and the places visited. However, this is not applicable where the Taxi/Auto has been hired for point-to-point services. For e.g. from Residence to Railway Station, in such cases only the registration number of Taxi/Auto would suffice.
2. If point to point Taxi or Cab (Uber, Ola etc.) is used, trip details along with amount will be sufficient.
3. In cases where own vehicle is used, the claim must be supported by a proper log book showing details of opening/closing meter readings.
4. Please refer to other general guidelines provided in Annexure II.

5. Entertainment expenses

- Entertainment expenses are permissible, if justified in terms of helping in networking, or entertainment of representatives of funding agency or any other reason, which would benefit the organisation.
- Reimbursement for such expenditure is limited to Grade A and B with prior approval from the line manager/Centre head in whose project the expense will be billed.
- Reimbursement will be done only if bills/supporting are attached along with a justification for undertaking such expenditure.

6. Rules for International Travel:

- All travel should be through the shortest possible and cost effective route.
- All the expenses including travel, accommodation and meal will be reimbursed on actuals. Supporting or original bills will have to be submitted as a proof of expenditure.
- Requisition for the advance for the respective currency of the country of travel should be submitted to finance department at least 7 days before the travel.
- Before return, the balance of the local currency of the respective country should be converted in USD in that country.
- Balance currency should be deposited back to finance department within 24hrs of your return to office.
- Please refer to other general guidelines provided in Annexure II.

Annexure I

Classification of Cities

Category	Cities
A	Mumbai, Delhi, Chennai, Kolkata, Bengaluru, Hyderabad, Ahmedabad, Pune
B	Agra, Ajmer, Aligarh, Amravati, Amritsar, Asansol, Aurangabad, Bareilly, Belgaum, Bhavnagar, Bhiwandi, Bhopal, Bhubaneswar, Bikaner, Bilaspur, Bokaro Steel City, Chandigarh, Coimbatore, Cuttack, Dehradun, Dhanbad, Bhilai, Durgapur, Erode, Faridabad, Firozabad, Ghaziabad, Gorakhpur, Gulbarga, Guntur, Gwalior, Gurgaon, Guwahati, Hamirpur, Hubli-Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Kakinada, Kannur, Kanpur, Kochi, Kolhapur, Kollam, Kozhikode, Kurnool, Ludhiana, Lucknow, Madurai, Malappuram, Mathura, Goa, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nanded, Nashik, Nellore, Noida, Patna, Pondicherry, Purulia Prayagraj, Raipur, Rajkot, Rajahmundry, Ranchi, Rourkela, Salem, Sangli, Shimla, Siliguri, Solapur, Srinagar, Surat, Thiruvananthapuram, Thrissur, Tiruchirappalli, Tiruppur, Ujjain, Bijapur, Vadodara, Varanasi, Vasai-Virar City, Vijayawada, Visakhapatnam, Vellore and Warangal
C	All other cities

Annexure II **General Guidelines**

1. An employee will always seek prior approval from centre heads to visit outstation irrespective of the fact whether the proposed trip is paid for or not.
2. Traveling expense statement should be submitted to finance department within three working days after coming back to the office.
3. If an employee is participating in any conference, seminar, event etc., the honorarium or per diem received towards the participation, to be treated as an advance while submitting the expense bill.
4. If two or more persons share a room, the total accommodation/meal will be allowed within the permissible limit of each person.
5. All claims will have to be supported with bills/vouchers neatly pasted and numbered on a rough sheet of paper, if not, they would be disallowed.
6. In case of reimbursable travel, staff member will submit the claim (along with necessary supporting documents and our bank details) to the concerned agency immediately after coming back to the office and a copy of it will be submitted to the Finance department.
Staff member concerned will be responsible for follow-up with the concerned reimbursing agency.
7. In case where there is 12 noon checkout and the employee lands in the morning, if the hotel does not permit the extra 3-4 hours, then the period from say 6 am to 12 noon would be treated as one day. However, the bills supporting this should clearly state this.
8. The maximum permissible allowance would include all applicable taxes and any other additional amount payable such as service charges etc.
9. Any extra-ordinary expenses will have to be suitably justified and will have to be approved by the Centre head.
10. Request for travel advance will have to be approved on the prescribed form by the Centre heads. They will also verify travel-related expenses before submission to Finance department.
11. All employees belonging to category II and below undertaking inter-centre visits (Jaipur-Chittorgarh/Jaipur –Kolkata/vice versa) will have to seek appointments of the person(s), (s) he wishes to meet at the concerned centre before undertaking such a visit. However, personnel under category I, are allowed to undertake visits, without prior intimation to the person(s) of other centre.
12. As mentioned earlier, travelling staff must stay at CUTS' guest houses when on official visit to Delhi, Chittorgarh and Jaipur. Should a member of staff prefer to stay with friends/relatives (when accommodation is available in the Guest House), local conveyance would be restricted to point of disembarkation (Railway Station /Airport / Bus Stand) to the Guest House.