**Annexure XII**

1002/BSDU/R/001 6th June 2019

**REIMBURSEMENT OF TRAVEL EXPENSES ON INITIAL JOINING**

**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 University.

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

(i) Persons appointed as regular employees

(ii) Persons engaged on contract basis for a period of twelve months or more

**These provisions will not apply to the following:**

Persons who are employed or engaged locally and are domiciled or have an established place of residence in Jaipur.

**Reimbursement of Travel Expenses:** Aclaim for reimbursement will consist of Actual Travel and Transportation expenses which will be settled as per the guidelines laid down below:

(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 university and in accordance with mode/class of travel applicable as per Travel Policy.

The Head of School may, subject to ratification by the President, upgrade the mode/class of travel in specific instances to meet any exigencies of work.

(b) Reimbursement of transportation expenses to cover the cost of luggage, freight and other related expenses will be limited to a maximum of one month’s basic pay or 60% of pay of employees drawing consolidated salary.

The claim for transportation expenses should be accompanied with original transporter bill (consignee copy), money receipt, list of articles transported with vehicle number. In case of transportation of vehicle owned by the employee, the expenses involved will form part of the transportation expenses with the ceiling as mentioned above. In case the vehicle is driven by road, the claim is to be supported by bills for fuel and toll charges en-route.

(c) In case the employee or any member(s) of his/her family (as defined in para (a) above), travels in the vehicle when it is driven by road, no separate travel expenses can be claimed for person(s) who traveled in the vehicle.

(d) The claim is required to be submitted within three months of the date of joining.

(e) The claims on initial expenses will be reimbursed only after 6 months from date of physical service at BSDU.

**Miscellaneous:** The reimbursement of initial joining travel & transportation expenses is granted on the premise that the person so granted would complete the current tenure of employment/engagement for not less than twelve months of continuous service.

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

Sd/-x-x-x-x

**Prof. Achintya Choudhury**

**Registrar**

**BSDU**