

## **Reimbursements Rules for Executive Committee Members for Attending EXECOM/Other Meeting as Approved by Chairman, IEEE UP Section**

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### **[1]. Travel Reimbursement**<sup>(kms are considered for two way journey)</sup>

- (1.a).** Individual's journey up-to 50 km will be considered as local travel and actual taxi fare will be paid on production of the bills (In case of own car, the signed declaration is required) including all the applicable taxes but should not exceed Rs 11/-per-km.
- (1.b).** Individual's Journeys above 50 km shall be performed by public transport (rail/Road/bus) without any prior approval of Chairman, IEEE UP Section. Actual amount will be paid on production of tickets/receipts. The local travel at meeting place shall be arranged by the IEEE UP Section or any other host on behalf of UP Section. Bills for 3rd AC (maximum up to 2nd AC in case of no reservation available) from shortest route shall be reimbursed.
- (1.c).** If the individual's journey above 50 km performed by taxi must be approved by the Chairman, IEEE UP Section then actual taxi fare will be paid on production of the bill (GST bill only) including all the applicable taxes but should not exceed Rs 11/-per-km. In case of own car, a signed declaration is required and reimbursement will be paid up to Rs 11/-per km.
- (1.d).** If two or more executive committee members<sup>1</sup> are travelling by the shared taxi where the journey is above 50 km then actual taxi fare will be paid on production of the GST bills (In case of own car, the signed declaration is required) including all the applicable taxes but should not exceed Rs 11/-per-km.
- (1.e).** In case of travel by taxi, the toll tax will be reimbursed as per the actual.

### **[2]. Food allowance**

Maximum Rs. 250/-only is applicable as food allowance, if incurred, without any bills.

### **[3]. Sitting Charges**

A sitting charge will be paid to all the outstation executive committee members for attending the meeting. At present, it is Rs. 1000/-only.

### **[4]. Inconvenience allowance**

If the journey is made by the public transport (Train & Bus) then Rs. 250/-only will be paid as inconvenience allowance to the executive committee member without any bill.

### **[5]. Night Stay/ Accommodation**

If night stay is required for attending the meeting then it will be arranged by the IEEE UP Section or any other host institute/university/organization on behalf of UP Section

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<sup>1</sup>It is encouraged to travel by sharing basis, if travelled by taxi.