



‘येथे बहुतांचे हित ।’

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-F-338(P) Dated 19/01/1967

Tel. : 020-25665320, 8149032328 | Telefax : 020 -25653039

E-mail : mmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhausahab G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

TRAVEL POLICY

For Institutions run by Marathwada Mitra Mandal, Pune

1. PURPOSE AND OBJECTIVE

- I. The purpose of this Travel Policy is to establish clear, uniform, and transparent guidelines governing official travel undertaken by employees of institutions run by Marathwada Mitra Mandal (MM), Pune.
- II. This policy aims to:
 - a. Ensure effective planning, authorization, and control of official travel
 - b. Provide fair and reasonable reimbursement of legitimate business expenses
 - c. Promote cost consciousness and accountability
 - d. Ensure compliance with audit, statutory, and management requirements

2. BACKGROUND AND SCOPE

- I. This document defines MM's general policies and procedures relating to:
 - a. Travel authorization and approvals
 - b. Travel advances
 - c. Business expenses and reimbursements
 - d. Local, national, and international travel
 - e. Modes of transportation and lodging
 - f. Expense settlement procedures
 - g. Travel cancellations and itinerary changes
- II. This policy applies to all teaching, non-teaching, administrative staff, and officers of institutions run by Marathwada Mitra Mandal, Pune.

3. GENERAL POLICY GUIDELINES

- I. Any activity involving the movement of an employee for official purposes—whether local, national, or international—must be planned in advance and referred, in the first instance, to the immediate reporting authority.
- II. No travel shall be undertaken unless it is:
 - a. Directly related to official duties
 - b. Pre-approved by the competent authority
 - c. In line with the objectives and interests of the Institution and MM
- III. Unapproved or personal travel shall not qualify for reimbursement.

4. AUTHORIZATION AND ACCOUNTABLE PLAN

- I. The Institute follows an Accountable Plan allowing reimbursement of authorized business expenses without treating such reimbursement as compensation, subject to compliance with this policy.
- II. Advance written authorization is mandatory in the following cases:
 - a. Issuance of any travel advance





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- b. Any business travel involving an overnight stay or more
- c. All national and international travel

5. TRAVEL REQUEST AND APPROVAL PROCESS

- I. Employees must submit a Travel Request Form (TRF) duly recommended by the appropriate authority and forwarded for approval to the SECRETARY / SECRETARY'S NOMINEE.
- II. The TRF must clearly specify:
 - a. Purpose of travel
 - b. Duration and destination
 - c. Estimated expenses
 - d. Mode of transport and accommodation
 - e. Requirement of travel advance, if any
- III. No travel-related expense shall be reimbursed without an approved TRF.

6. REIMBURSEMENT PRINCIPLES

- I. Expenses incurred on official institute business shall be reimbursed based on:
- II. Maximum entitlement limits, or
- III. Actual expenses incurred, whichever is lower
- IV. Claims shall be supported by a properly completed Travel Expense Accounting Report (TEAR) along with valid receipts.
- V. Reimbursement shall be restricted strictly to expenses incurred within the scope of official duties.

7. COMMENCEMENT AND DURATION OF OFFICIAL TRAVEL

- I. Official travel shall be considered to commence from the time an employee leaves his/her residence or regular place of employment for official duty and shall end upon return to the same.
- II. Grades and entitlements applicable to travel are detailed in Annexure I and II.

8. MEALS AND INCIDENTAL EXPENSES (DOMESTIC TRAVEL)

- I. For official travel within or outside Pune/PCMC area:
 - a. Meal and incidental expense limits shall apply as per employee grades.
 - b. In exceptional cases, reimbursement beyond prescribed limits may be allowed only with:
 - c. Proper justification
 - d. Supporting receipts
 - e. Prior approval of SECRETARY / SECRETARY'S NOMINEE on recommendation of the Director/Principal

9. DOCUMENTATION AND RECEIPTS

- I. Original receipts must be attached with the TEAR.
- II. In case originals are unavailable, copies may be accepted with a written explanation.
- III. Questionable or unusual expenses must be approved in advance.



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10. ACCOMMODATION GUIDELINES

- I. Sharing of accommodation is encouraged wherever feasible.
- II. Lodging reimbursement shall be limited to single-room rates plus applicable taxes, subject to prescribed ceilings.

11. ONE-DAY RETURN TOURS (MUMBAI / OTHER PLACES)

- I. M and M1A grade employees may use personal or office vehicles, subject to availability.
- II. All other employees shall use public transport such as buses or trains.
- III. The travel day shall commence at 6:00 a.m. and include meals if return is after 9:00 p.m.
- IV. Vehicle sharing is mandatory wherever feasible.
- V. Demand for a Pune vehicle pickup from Mumbai Airport is not permitted.

12. STANDARDS OF CONDUCT

Employees are expected to exercise sound business judgment, prudence, and economy while incurring expenses. MM emphasizes reasonable comfort, not luxury.

13. LOCAL TRAVEL

13.1 Pune / PCMC Area

- I. Prior requisition required at least two days in advance.
- II. Reimbursement rates:
- III. Two-wheeler: Rs.3.00 per km
- IV. Four-wheeler: Rs. 8.00 per km

13.2 Travel up to 200 km

- I. Institute vehicle shall be provided subject to availability.
- II. If unavailable, public or private transport may be used.
- III. Reimbursement rates:
- IV. Two-wheeler: Rs.3.50 per km
- V. Four-wheeler: Rs.10.00 per km

MM shall not be responsible for vehicle maintenance, insurance, accidents, or penalties.

14. NATIONAL AND INTERNATIONAL TRAVEL

MM staff may travel for official purposes such as training, conferences, inspections, academic programs, and institutional development.

14.1 National Travel

Travel entitlements shall be governed by grade-wise limits as detailed in the approved table.

14.2 International Travel

- I. Requires prior approval of SECRETARY / SECRETARY'S NOMINEE.
- II. Excess luggage to be planned via cargo.
- III. Expenses to be reported in foreign currency with applicable exchange rate proof.



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15. ADVANCES

- I. Advances shall be granted only against approved TRF.
- II. Advances must be settled within three working days of return.
- III. Outstanding advances beyond 30 days may be recovered through payroll deduction.

16. COST CONTAINMENT

Employees must:

- I. Plan travel in advance
- II. Use discounted fares
- III. Prefer economical options
- IV. Use designated travel agents

17. ITINERARY AND CANCELLATIONS

- I. Approved itinerary must be shared with the department.
- II. Any change must be recorded in TEAR and informed immediately.
- III. Cancelled trips must be reported and advances returned promptly.

18. REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

- I. Only official, necessary, and reasonable expenses shall be reimbursed.
- II. Personal expenses, fines, alcohol, entertainment, and vehicle repairs are not reimbursable.

19. EXPENSE REPORTING

- I. TEAR must be submitted within three working days of return.
- II. All expenses must be properly categorized and supported by documentation.

20. TRAVEL BOOKINGS

- I. Domestic and international bookings shall be routed through designated travel agents as notified by Management.
- II. These arrangements are subject to change at Management's discretion.

21. MODIFICATIONS AND FINAL AUTHORITY

- I. This Travel Policy may be amended, modified, or withdrawn at any time by the Management of Marathwada Mitra Mandal, Pune.
- II. Final authority for interpretation, clarification, and approval rests solely with the Management.



Executive President
Marathwada Mitra Mandal, Pune



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National Travel- Grades and Entitlements

Grades	H & A	A1 & A2	A3	All other
Mode of travel	Air travel Eco./ Railways/ Road Public Transport/ Road Private Transport Based on prevailing fares	Railways/ Road Public Transport	Railways/ Road Public Transport	Railways/ Road Public Transport
Hotel- Metro Cities	Upto Rs.5,000/- per day or actual whichever is less	Rs.3000/- per day or actual whichever is less	Rs.2000/- per day or actual whichever is less	Rs.1500/- per day or actual whichever is less
Hotel- Non- Metro Cities	Upto Rs.4000/- per day or actual whichever is less	Rs.2500/- per day or actual whichever is less	Rs.1800/- per day or actual whichever is less	Rs.1000/- per day or actual whichever is less

Conveyance- Metro and Non- Metro Cities	Actual	Actual	Actual	Actual
Meals etc.	Upto Rs.900/- per day or actual whichever is less	Upto Rs.700/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less
Miscellaneous Expenses	Rs.200/- per day or actual whichever is less	Rs.100/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less
One day tour- Mumbai	Upto Rs.500/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less
One day tour- Other Places	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less	Upto Rs.150/- per day or actual whichever is less
Authorized by	SECRETARY or his Nominee	SECRETARY or his Nominee	Director/ Principal	Director/ Principal

International Travel- Grades and Entitlements

Grades	H & A	A1 & A2	A3, B & B1
Travel Mode			
Hotel Stay	200 \$- per day/ person – single occupancy (\$125/ day/ person in case of sharing accommodation)	150 \$- per day/ person – single occupancy (\$100/ day/ person in case of sharing accommodation)	150 \$- per day/ person – single occupancy (\$100/ day/ person in case of sharing accommodation)
Meals	50 \$ per day	50 \$ per day	50 \$ per day
Miscellaneous allowance including local travel	100 \$ per day	100 \$ per day	100 \$ per day
Authorized by	SECRETARY/ SECRETARY'S NOMINEE	SECRETARY/ SECRETARY'S NOMINEE	SECRETARY/ SECRETARY'S NOMINEE





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ANNEXURE NO- I GRADE AND DESIGNATION (FOR TRAVEL POLICY ONLY)

Sr. No.	Class	Name of the Post
1.	H	EC Members / Director/ Principal
2.	A	Dy. Director/Vice Principal/ Physical Director/ Professor/ Group Registrar/ Registrar
3.	A1	Associate Professor/ Office Superintendant / Librarian
4.	A2	Assistant Professor/ Sr. Administrative Officer/ System Administrator
5.	A3	Administrative Officer/ Assistant Finance Officer/ Manager Purchase/ Assistant Registrar
6.	B	Head Clerk/ Sr. Tech Asst./ Sr. Technician/ Sr. Accountant
7.	B1	Asst. Office SUPDT./ Accountant/ Gym Instructor (SGR), Asst. Librarian/ Hostel Rector/ Purchase Officer / Research Assistant
8.	B2	Lab In-charge/ Gym Instructor/ Tech. Asst.
9.	B3	Store Keeper/ Stores In- Charge/ Sr. Receptionist/ Lab In-Charge/ Machinist/ Fitter/ Black Smith/ Library Asst. / Senior Tel. Operato/ Accountant
10.	C	Sr. Clerk/ Steno Typist/ Personal Assistant/ Hostel Warden/ Lab In-charge/ Receptionist/ Sr. Tel. Operator/ Accounts Assistant
11.	C1	Technician/ Junior Telephone Operator/ Assistant cum Store keeper/ Hostel Warden
12.	C2	Jr. Clerk/ Jr. Accountant/ Lab Assistant/ Carpenter/ Electrician/ Plumber/ Receptionist/ Office Assistant/ Laboratory Attendant/ Library Attendant/ Mason/ Wireman/ Store keeper cum Clerk
13.	C3	Office peon/ Sweeper/ Computer Lab Peon/ Auditorium Attendant/ Drivers



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