**TRAVEL REIMBURSEMENT GUIDELINES**

* Soft copy of TA form will be mailed from NPTEL office, IIT Madras. Copies need to be made and added to the workshop kit.

**NOTE:**

* **Without travel tickets, reimbursement will not be done. Please ensure to enclose travel ticket along with TA form for all participants and delegates while reimbursing.**
* **Please settle the TA for all participants at the end of the workshop.**
* Carefully go through the TA rules and regulations. Please have one person from your Institute Accounts section to be present at the workshop to take care of the accounts.
* The expenditure statement, as given in the guidelines, should be prepared and submitted to the NPTEL accounts for settling the accounts.
* Please have TA reimbursement ready while reimbursing the TA claims of the participants.

**Travel Reimbursement Rules:**

1. **Travelfare will be reimbursedonly with the submission of tickets. This is mandatory.**
2. **Original onward train ticket/ bus ticket/ Taxi fare ticket and photocopy of return ticket should be provided for travel reimbursement.**
3. Travel allowance for all participants will be reimbursed towards the end of the workshop.
4. Only round trip fare from the participant’s institution to your institution will be reimbursed. Maximum permissible distance (one way) for reimbursement is 100km (unless prior approval is sought from the concerned IIT/IISc).

**Bus travel:**

For local participants, bus fare from/to city will be reimbursed.

**Using personal car:**

Participants traveling by their own car should remit a copy of their RC book and should declare the distance travelled. They will be paid **Rs 12/km.**

**Using Travel Cab**

The original bill as charged by the travel services should be submitted for reimbursement.

**Travel by Train**

For those traveling by train, the reimbursement will be equivalent to the **II A/C train fares** from the participant’s city to the city of the host institute.

**Local Conveyance**

Local conveyance (railway/bus station to venue of workshop) will be reimbursed only on production of taxi/auto receipt.

**The TA forms (along with all the tickets/bills submitted) should be sent to the NPTEL office. Each TA form should be signed by the concerned participant and the organizing institute.**