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**WOMEN MEDICAL & DENTAL COLLEGE**  
**ABBOTTABAD**

**TRAVEL POLICY**

**AIM**

To facilitate the faculty/staff in case of travelling and to prevent misuse of college transport and college funds.

**OBJECTIVES**

1. To facilitate employees in performing college duties in and out station and abroad.
2. To cater for the family needs of employees.

**SCOPE**

This policy is applicable to all employees of WM&DC, Abbottabad

**ENTITLEMENTS**

1. All employees of WM&DC are entitled to use college transport for an official duty of college
2. In case college transport is not available then they may use their own transport or hire private transport for which they will be paid expenses incurred according to the laid down policy

**DOMESTIC TRAVEL**

1. Prior approval of the Principal/Director Academics should be obtained for all type of travel/tour.
2. Approval will be obtained on the prescribed form well before the commencement of the travel/tours.
3. Air-travel should be on economy class only.
4. Travel advance should be taken from the finance office up to three days before commencement of travel. All travel expense claims should be made through a memo and address to the finance department and shall be supported by documents.
5. Used tickets, boarding cards and stubs should be handed over to the finance department within five working days of returning to the office.
6. Accounts should be settled within five working days of returning to the office. In case the accounts are not settled within the stipulated time than the advance will be settled against the salary of employee for that month
7. In case any individual arranges to stay at his/her own, the following per diem allowance will be paid to cover lodging, boarding and local business telephone calls and laundry etc
  - a. Directors/HODs/Prof Rs.5000 Per Day
  - b. Deputy directors/Associate Prof Rs.4000 Per Day
  - c. Assistant Prof/ equivalent Rs.3000 Per Day
  - d. Demonstrators/Lecturers/ equivalent Rs.2000 Per Day
  - e. All other staff Rs.1000 Per Day

In case of use of personal car, **RS 25.00** per KM will be paid.

### INTERNATIONAL TRAVEL

1. Permission for travel abroad, for an official duty of college shall be seek at least fourteen days before actual travel dates. To obtain necessary permission, the desirous will apply to the principal, WM&DC on a prescribed form. Principal shall send the form to Board of Directors with his / her recommendations for necessary approval.
2. Travel mode will be economy class.
3. Shortest possible rout and most economic airline will be used to save expenses.
4. All travel expense claims should be made through a memo and should be addressed to finance department and shall be supported by the original receipts.
5. Used tickets and boarding cards stubs should be handed over to Finance department within five working days of returning to office.
6. Accounts should be settled within five working days of returning to the office. In case the accounts are not settled within the stipulated time than the advance will be settled against the salary of the employee for that month.