



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/ Air Travel Reimbursement & Accommodation Norms /2017/ 1791 Date: 17/03/2017
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CIRCULAR

NORMS TO REIMBURSE AIR TRAVEL & ACCOMMODATION EXPENDITURES OF INVITED NATIONAL / INTERNATIONAL EXPERTS

Gujarat Technological University organizes National/International Conferences, Workshops / Seminars, Faculty Development Programs (FDP), Short Term Training programs (STTP), National Day Celebration, Placement Fairs, Visit of Foreign Delegations, ME Dissertation, Pharmacy Dissertation, Research week for Ph.D. (invite Foreign Co-supervisors), Internal Meetings (Academic Council/ Syllabus Committee/ Convocation etc.), Centralized Viva – MBA etc. at GTU campuses on regular basis. Principals /Deans / Directors/ Professors /Associate Professors/ Experts from Industries/ Ministers/ Ambassadors / Counsel Generals / Members – Board of Advisors etc. are invited as an External Examiner/ Internal Examiner / Expert / Speaker by Gujarat Technological University to conduct above mentioned events.

Following norms to reimburse air travel & accommodation expenditures of invited national / international experts shall be applicable with the date of circular.

1. Principals / Deans/ Directors/ Professors / Associate Professors / Experts from Industries / Ministers / Ambassadors / Counsel Generals / Members – Board of Advisors etc. invited as an External Examiner / Expert / Speaker by Gujarat Technological University shall be entitled for air travel reimbursement if the road distance from source to destination is more than 500 km or if they are coming from out of Gujarat.
2. Prior written permission of Hon'ble Vice Chancellor is required to invite experts by air travel. Reimbursement of air travel bills shall not be done without prior approval.
3. Invited experts may book their flight tickets by themselves. Original boarding pass (stamped) and original flight ticket/e-ticket from his/her institute/city to GTU are required to be submitted at the time of travelling reimbursement claim. GTU shall reimburse only 'ECONOMY CLASS' airfare. Photocopy of return air ticket can be considered.
4. As the flight rates are dynamic, it is suggested that event coordinators must plan the event in such a way that invited experts may get sufficient time to book air tickets well in advance. In case of inviting any expert / foreign delegate / foreign co-supervisor for PhD students, invitation letter must be sent well in advance.

**Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013**

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5. In case of cancellation/postponement of the event by the University, cancellation charges shall be reimbursed by GTU otherwise GTU will not reimburse any other cancellation charges.
6. The expert may get reimbursement of bus /taxi fare if he /she has to reach to airport /railway station from his/ her city which do not have direct flight/ train to Ahmedabad. Local travelling expenses can be reimbursed only upon submission of necessary supporting original documentary proof(s). Tickets / Fare receipts of taxi are to be deposited at the time of claim.
7. Reimbursement shall be done through DD / bank transfer. No cash will be paid for national experts. Photocopy of cheque is required to be submitted along with reimbursement documents for bank transfer.
8. The expert coming to GTU shall get the accommodation facility for the time duration for which he /she is assigned the work of university. E.g. if an expert is coming to Ahmedabad for ten days but his / her assigned work for university is only for two days, then he /she shall get the accommodation facility for two days. One day (prefixing or suffixing the date of event) stay may be extended as per the availability / booking of air ticket in case of international experts.
9. Booking of hotel rooms shall be done by GTU as per prevailing norms. GTU will bear expenses related to Accommodation, Buffet Breakfast, Buffet Dinner and Airport Pick up & Drop Off during his/her stay. Any extra services used by guest has to be settled by guest on checkout.
10. If international expert is coming to GTU by connecting flights and he/she requires to stay at hotel in India during that time duration, University shall reimburse accommodation charges maximum of Rs. 3500/- per person for one night on submission of original bills.

Note:

- Event coordinators are directed to provide necessary information/guidelines regarding documents/payment/charges etc. in advance to the invited expert.
- In case of any discrepancy in the above mentioned guidelines, decision of Honorable Vice-Chancellor shall be final.
- Apart from air travel, other norms of travelling allowance shall be applicable as per circular reference number GTU/TA_ Norms /EXT_EXAMINER/2016/477 dated 25/01/2016.
- These guidelines are issued with approval of competent authority.

Registrar (I/C)

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