



## Under Privileged Advancement by Youth

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies  
Registration Act, 1860(Reg No: MAHARASHTRA/268/2011/BHANDARA)  
NITI AYOJ Registration ID: MH/2011/0046244

Ref Number: UPAY/HR/22/03

20.01.2022

**This circular is being issued for purpose of Travel and Accommodation compensation applicable to UPAY Staff/Volunteers/Members outside their workplace.**

- This Policy shall be applicable only on travel outside the city (workplace) and limited to such travels which are made with proper approval from the ZD/FD/Chairman via email. The reimbursable expenses will be adjudged by the competent authority of UPAY as per the set financial Policy
- Volunteers/Associate/Members/UPAY Guests may be asked to travel away from their usual workplaces on approved work. This policy on payment of travel allowances applies to all Volunteers/ Associates/Members. It also applies to the consultants, when mentioned in their agreement.
- UPAY Guests are the ones who will be invited for any UPAY function, seminars, meetings, and lectures by/or approved by the executive body/governing body.
- All volunteers/associates/members shall be eligible for Accommodation expenses, Dearness Allowance and Mode of Transport expenses.
- UPAY will pay only surface transport as far as possible, i.e. bus, train, auto etc. Details of entitlement and eligibility is tabulated below:

S.no	Mode of transport	Entitlement	Eligibility
1.	Bus Journey	As per Actual	All
2.	Train Journey	3 AC	Full time employees, Volunteers, Members.
3.	Train Journey	Sleeper	Part Time Employees
4.	Train Journey (Tatkal)	As per S.no. 2&3	Eligibility as per S.no 2&3 with approval of Executive Body
5.	Air Fare	Economy Class	Volunteers, Members and Full-time employees. Only in emergency cases with approval of Governing body or Chairman
6.	Personnel Vehicle/Private Transport	Actual Fuel Cost as per mileage of vehicle	With approval of Chairman. To be shared by more than one volunteer, member or employee.

- For local transport in the city outside the workplace:
  - Public transport shall be desired mode of transport like metros, local trains, bus etc. Reimbursed shall be made as per actual for the same.
  - In case public transport is not available autos and cab shall be reimbursed as per actual expenditure or Rs 15/km whichever is lower. Online services like Ola, Uber etc may be preferred for the same.
- **Accommodation expenses** shall be reimbursed, if not arranged by the UPAY. Accommodation entitlement for Volunteers/Associates/Members/Guests is tabulated below:

S.no	City	Accommodation expenses Entitlement	Remarks
<b>Volunteers/Associates/Members</b>			
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 1500/day or actual whichever is lower.	
2.	Other Cities	Rs 1000/day or actual whichever is lower.	
<b>UPAY Guest</b>			
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 5000/day or actual whichever is lower.	To be arranged by Respective ZD in consultation with Director (HR). Prior approval to be taken from Chairman for amount more than entitlement.
2.	Other Cities	Rs 3000/day or actual whichever is lower.	

- NGO guest's entertainment expenditure (Foods, local travel, Memento etc.) shall be reimbursed as per actual with approval of Director (HR).
- The expenses except local movement expenses shall not be reimbursed if proper justifying documents (original receipts) are not attached.
- All the expenses shall be reimbursed only for official travel and related movement.

- **Dearness Allowances (DA)** will be provided to the volunteers, members and associates as tabulated below:

S.no	City	DA Entitlement	Composite DA
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 400/day	Rs 800/day
2.	Other Cities	Rs 300/day	Rs 600/day

**Composite DA:** If person is making his/her own stay arrangement at relative/friends etc place, then they can claim composite DA. They will not be entitled for accommodation expenses in that case.

This has approval of Competent authority and compensation shall be revised time to time as advised by management and shall be communicated to all members.

**Bhaskar Maheshwari**  
Co-Director (HR)

Distribution: Executive Body  
Volunteers  
Employees (Full and Part time)