



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 No: UPAY/HR/22/08

01.07.2022

This revised circular is being issued for the purpose of Travel and Accommodation compensation applicable to UPAY staff/volunteers 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/UPAY/Fellows 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/ Fellows. 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.
- All volunteers/ associates/ members/ fellows 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, fellows (for fellowship) and consultants
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 Director (HR).
5.	Air Fare	Economy Class	Volunteers, Members, fellows (for fellowship), consultants and Full-time employees. Only in emergency cases with prior approval of Chairman.
6.	Personnel Vehicle/	Actual Fuel Cost	With approval of Chairman. To be shared

	Private Transport	as per mileage of vehicle	by more than one volunteer or employee.
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- For local transport in the city outside the workplace:
 - Public transport shall be desired mode of transport like metros, local trains, bus etc. Reimbursement 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.	Type of City	Accommodation expenses Entitlement	Remarks
Volunteers/Associates/Members/Fellows			
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 2000/day or actual whichever is lower.	If actual expenses are more than entitled than prior approval of the Director (HR) to be taken.
2.	Urban (except Metro and Rural cities as defined in S.no 1&3)	Rs 1500/day or actual whichever is lower.	
3.	Rural (Mouda, Garo and Gadarwara)	Rs 1000/day or actual whichever is lower	
UPAY Guest			
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.	Urban (except Metro and Rural cities as defined in S.no 1&3)	Rs 3000/day or actual whichever is lower.	
3.	Rural (Mouda, Garo and Gadarwara)	Rs 2000/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, fellows and associates as tabulated below:

S.no	Type of City	Normal DA	Composite DA
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 600/day	Rs 1200/day
2.	Urban (except Metro and Rural cities as defined in S.no 1&3)	Rs 400/day	Rs 800/day
3.	Rural (Mouda, Garo and Gadarwara)	Rs 300/day	Rs 600/day

Composite DA: If a 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 all the claims with bill date on or after this circular shall be compensated as per this revised circular.



Bhaskar Maheshwari
Director (HR)

Distribution: Executive Body
Volunteers
Employees (Full and Part time)
Fellows (part of fellowship)