

To,
Director, ITRA
Media Lab Asia
New Delhi

Date: 27/04/2015

Sub: Guidelines for giving the expenditure details for proposed international travel for project staff under ITRA.

We have received number of international travel requests from ITRA for consideration of the PRSG.

The matter has been discussed in details with GC(R&D in IT) and in view of the austerity measures and economic instructions. The following guidelines are proposed to calculate the expenditure details for the people travelling on international travel under ITRA project.

- i.) Number of total nights for which hotel payment to be borne by ITRA must be restricted to maximum 3 nights.
- ii.) The maximum restriction of hotel payment per night from ITRA is \$80 per night.
- iii.) The DA is restricted to maximum of 3 days at the rate of \$100 per day making it maximum \$300 for the whole trip.
- iv.) The number of maximum days to be supported through ITRA travels budget is 2 days.
- v.) Conference attending is not permitted under present austerity measures and as such a visit may be only for consultation with experts and meeting with experts to further the cause of research and research related activity of ITRA.
- vi.) Visa charged must be for single entry and minimum time period duration.
- vii.) No payment for conference fee may be made from ITRA.
- viii.) National and local travel will not be provided by ITRA must be supported with D.A. provided.
- ix.) Ticket must be minimum return journey by economy for Air India. So hence the web page giving the ticket cost details may attached with the travel request and that being minimum amount for the same must be checked by ITRA personnel and certified by ITRA.
- x.) The recommendation/plan request must be made 2-3 months in advance in order to ensure the minimum economy ticket booking.

Thanking you With reagrd,

HOD (ITRA)
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