



INDIAN INSTITUTE OF SCIENCE  
BANGALORE – 560 012

**TRAVEL APPROVAL**

Ref No.:		Date / /20	
1.	Name and Address of the person traveling		
2.	Designation		
3.	Employ Code / S.R. Number		
4.	Bank Account No. (SBI or Canara bank, IISc)		
5.	Class entitled		
6.	Reasons of travel		
7.	Rout of Journey	From : Viz :	To:
8.	Date of Journey	From / /20	To. / /20
9.	Travel Allowance claimed	TA (to & fro)	₹.
10.	Daily Allowance claimed	Includes (to & fro)	₹.
		Hotel / Accommodation charges for Days.	₹.
		Food charges for Days.	₹.
		DA @ Rs. for Days.	₹.
		<b>TOTAL</b>	₹.
Debit Head :			

**D.H.:**

**1 – (F & A)**

The travel of the above staff member is approved

Signature of Faculty in Charge

Signature of Chairman  
AE., IISc, Bangalore

## A. INLAND TRAVEL

Grade Pay	Travel Allowance by (Air/Rail/Road)			Daily Allowance		
	Air	Rail	Road	Hotel Accommodation per day	Travel charges within the city	Food Bill per day (not exceeding)
Officer drawing Grade Pay of Rs.10,000/- & above & those in pay scale of HAG + and above	Business / Club Class	AC First Class	AC Taxi/ Ordinary Taxi/ Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus including AC Bus	Rs. 5,000	AC taxi charges upto 50 KMs	Rs. 500
Officer drawing Grade Pay of Rs.7,600 to Rs. 9,500	Economy Class	AC First Class	Ordinary Taxi/ Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus including AC Bus	Rs. 3,000	Non-AC taxi charges upto 50 KMs	Rs. 300
Officer drawing Grade Pay of Rs.5,400 to Rs. 7,000	Economy Class	AC II Tier	Ordinary Taxi/ Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus including AC Bus	Rs. 1,500	Taxi charges upto Rs. 150/- per day	Rs. 200
Officer drawing Grade Pay of Rs.4,200 to 4,800	NA	AC II Tier	Ordinary Taxi/ Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus including AC Bus	Rs. 500	Upto Rs. 100/- per day	Rs. 150
Officer drawing Grade Pay of Rs.2,400 to 2,800	NA	First Class/ AC III Tier/ AC Chair Car	Ordinary Taxi/ Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus including AC Bus	(Below Rs.4,200) Rs. 300	Upto Rs. 50/- per day	Rs. 100
Officer drawing Grade Pay below Rs.2,400	NA	First Class/ AC III Tier/ AC Chair Car	Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus	---	---	---

Hotel or Other establishment providing boarding and/or lodging at Schedule Tariff				B. FOREIGN TRAVEL	
Revised pay in the Pay Band	A-1 Class Cities	A Class Cities	B-1 Class Cities	Other Cities	
Rs. 30,500 and above	650	525	425	335	i) Return airfare from Bangalore to the place of visit. ii) Hotel accommodation charges iii) Daily Allowance at the rates applicable for the country of visit. The Daily Allowance rates admissible for various countries can be ascertained from the following website: <a href="http://finance.admin.ifsc.ernet.in/Plan%20Development%20project%20Section%204(a)%20D.A.rates%20in%20various%20countries">http://finance.admin.ifsc.ernet.in/Plan &amp; Development project Section 4(a) D.A. rates in various countries</a> iv) Visa Charges v) Insurance Charges
Rs. 15,000 and above but less than Rs. 30,500	505	405	330	225	
Rs. 12,500 and above but less than Rs. 15,000	380	305	250	200	
Rs. 8,000 and above but less than Rs. 12,500	245	195	160	130	
Below Rs. 8,000	125	100	85	65	

### For Students:

1) Reimbursement of Train fare by AC 3-Tier/Bus fare as per the actual mode of travel. (2) D.A at Rs. 150/- per day for a maximum period of 25 days

# Enclose Certificate for Reimbursement of Taxi / Auto Charges (Maximum Rates for reimbursement of Taxi and Auto charges will be Rs. 16/Km and Rs. 8/Km, respectively)