

Indian Institute of Technology Hyderabad
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No.IITH/Admin/2013/01
January 17, 2013

Office Memorandum

Sub: Revision of Per-diem for visit abroad.

The Board of Governors in its 10th Meeting held on October 04, 2012 (Agenda Item No.4) has approved revision of per-diem as stated below:

Europe, Japan, US and Australia	US \$100 per diem. If hotel accommodation is availed then a maximum of US \$300 per-diem on production of hotel vouchers.
Other Asian and African countries	US \$75 per diem. If hotel accommodation is availed then a maximum of US \$250 per-diem on production of hotel vouchers.
In case the Faculty member has been provided full hospitality in cash by the Organisers/any other Agency, no DA will be paid. However, if the hospitality is paid in kind (i.e. Travel, Boarding and lodging provided free by the Organisers), US \$50 per day will be paid as out of pocket allowance	

The following guidelines may be followed while availing per-diem:

- a. **Per-diem:** US \$100 or US \$75 is the maximum amount reimbursable where hotel accommodation is not availed and includes expenses pertaining to food and beverages.

US\$300 or US\$250 stated above is the maximum amount reimbursable if hotel accommodation is availed and vouchers are produced. If the actual expenditure for accommodation in a hotel is less than US\$200 or US\$175, the actual expenditure incurred will be reimbursed.

- b. **Per-diem for travel from India to the country of visit and return:** 50% of US\$100 or US\$75, as the case may be. This is subject to the condition that total per-diem for a calendar day will not exceed US\$100 or US\$75.

- c. **Production of vouchers:** Production of vouchers is compulsory for Registration; accommodation charges if hotel charge for stay is claimed; and travel within the countries visited – from airport to place of stay; from one airport to another airport/railway station/bus station for travel to another location; from place of stay to venue of Conference/Meeting/Seminar, etc internet charges, etc

Production of vouchers is not necessary for claiming US\$100 or US\$75.

The revision of per-diem and the guidelines will take effect from 01.01.2013.

(N Jayaram)
Registrar

To

All the Deans/Heads of the Departments.
All the Faculties.
Director's Secretariat.
