



State Program Management Unit DELHI STATE HEALTH MISSION

6th Floor, "A" & "B" wing, Vikas Bhawan-II, Civil Lines Delhi-54,
Phone-23812902-04 Fax no. 011-23813540,
E-mail-ID: dshmspmu@gmail.com

F2-18/8/2014-A&F

I/2056/2016

Dated: 12/05/2016

GUIDELINES FOR REIMBURSEMENT OF TRAVEL EXPENSES

UNDER DELHI STATE HEALTH MISSION

1. Reimbursements will be done for official visits done during the office hours. The official is required to punch in and out during all such events. Also, the movement needs to be noted in movement register and movement order form, verified by officer Incharge.
2. In case any visit is made directly from home or the official goes directly to home from visited place (if late), it may be reimbursed after verification by officer Incharge.
3. The Expense Reimbursement Reports need to be submitted within 35 days of completion of any business reimbursable activity. Expense reimbursement claims should always contain a description outlining purpose of trip or purpose of the expense incurred on the format prescribed by DSHM verified by the SPO or concerned Branch Incharge. The form should be submitted with supporting copies of the bills / receipt to A/C department for further settlement.
4. Expense Reimbursement Reports older than 35 days of completion of any reimbursable activity requires approval from MD, DSHM. The Expenses older than 2 months of occurrence will not be eligible for claim.
5. All such bills shall be submitted by 20th March to ensure payment in the same F.Y.
6. The Authorized Rates for F.Y. 2016-2017 are as follows:

Cadre	Entitlement	Rate /km
Consultant	Own Vehicle/Taxi	Rs.16
Assistant level like Estt/Clerk, CDEO Assistants etc.	Own Vehicle/Bike	Rs.8
Group D	Public Transport like bus/Metro	As per actual

Note: The Group D Employees are not entitled for using Auto/Taxi unless prescribed by issuing authority.

Documentation Requirements Employees must provide the following information in order to be reimbursed for any official Travel:

- (i) Names of individuals present, their titles and Society name
- (ii) Name and location of where the event took place
- (iii) Exact amount and date of the expense
- (iv) Receipts for all expenditures in excess of Rs. 200


A Format attached has to be used for the same.

Incorrect or Incomplete Expense Reports Expense reports that are incorrect, incomplete, delayed or include disorganized receipts:

- Will be returned to the approver for completion.
- May result in delay or non-reimbursement of specific items.

Disregard for society policy or altering of receipts can result in disciplinary action.

This issues with approval of MD, DSHM.


(State Programme Manager)
Delhi State Health Mission