



**Sahjeevan Shikshan Prasarak Mandal**  
**College of Education, Tehu**  
Tal-Parola Dist-Jalgaon

**TRAVEL ALLOWANCE POLICY**

1. As per the direction of the management the following rates have both fixed for the teaching & non-teaching staff prosed on temporary duty to the University & other places.

Sr.no	Particulars	Rate per person
1	Break fast	Rs.100
2	Tea/coffee	Rs.20
3	Lunch	Rs.150
4	Dinner	Rs.300
5	Accommodation	R.2000 pre-booking by college
6	Local conveyance	As per required
7	To and from to station	As per Riskha fare rates
8	For faculty & other staff members	As per train/bus fare
9	Principal & Heads of department	As per AC train/Bus fare

2. For accommodation pre booking will be done by college and preference will be given to booking as per available rooms prices.
3. Any emergency visit the rates of conveyance will be decided as per management
4. This policy will be in effect from January 2024



**Principal**  
S.S.P. Mandal's  
College of Education,  
Tehu, Tal. Parola, Dist. Jalgaon