

Management Effectiveness Evaluation (MEE) of Protected Areas, 2020-21

TRAVEL CLAIM GUIDELINES

S. No.	Details	Rules
1.	Travel Expenses* (Air/ Rail/ Road/ Local Travel)	Maximum Rs. 28,000/person/PA
<p><i>* Air Travel is to be made by Air India only with Tickets from (a) Air India website, (b) IRCTC website, (c) BALMER LAWRIE</i></p> <p><i>Further It is advised to combine 3-5 PAs in one visit to cut the heavy cost of to & fro travel</i></p>		
2.	Sitting Fee	Fixed Rs. 4000/day/person for a maximum of 3 days/PA
3.	DA (Food Charges)	Rs. 1200/day Maximum for 4 days/PA*
<p><i>*There is no requirement of food bills, it will be calculated as per actual field visit days</i></p>		
4.	Report writing cost	Rs. 3000/PA to Chairman only
5.	Accommodation	FRH shall be preferred for stay, however, hotel can be booked @7500/day for Chairpersons. In-service Govt. Officers govern by their Institute rules depending on their Pay Scale

- You are requested to intimate the list of PAs completed after each field visit in due course of time.
- It is requested that the details of your visit, starting-ending date & time, places visited, duration and places of night halt, time & days spent in each PA, PAs covered during the visit etc. must clearly be mentioned in the TA form to enable efficient processing and payment.
- You may request from WII to book Air Ticket in advance, however for rail tickets, you should book on your own and claim reimbursement.
- For booking of Air/Train Tickets, it is requested to kindly send your complete travel itinerary, including flight number/ timings, atleast 15 days in advance to ensure the availability of tickets at reasonable costs. As per the Govt. of India regulations, all air travel shall be by Air India only. Payment shall be made by yourself for stay in Hotel Redfox/ or any Hotel during transit journey in Delhi/any other city for MEE visits and the same shall be claimed for reimbursement in your TA bills. The TA claim should include original bills of hotel, local travel etc. for processing.
- Generally, no travel between cities should be made using personal vehicles. In exceptional cases it may be done but on prior approval by Director, WII.
- For booking of Air Tickets, submission of MEE Report, filling of MEE form or any other technical help you may contact Dr. Nasim Ahmad, Project Scientist, Wildlife Institute of India, Dehradun (Mob.: +91-8449908531, Email: nasim@wii.gov.in) or Ms. Deepali, Office Assistant, Wildlife Institute of India, Dehradun (Mob.: 92500 50045, Email: deepali@wii.gov.in).



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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TRAVEL CLAIM FORM

1. Name & Designation _____

2. Address: _____

3. Claim for _____

Departure		Arrival		Mode of Travel	Fare Paid	Distance in km. for road mileage
Date & Time	From	Date & Time	From			

Kindly enclose air/ travel/ taxi tickets/ receipts (*in original*).

4. Bank Details

5. Certified that the information, as given above, is true, to the best of my knowledge and behalf.

Date: _____

[Signature]