

**SPONSORED PROJECTS AND CONSULTANCIES
REGULATIONS FOR PASSING BILLS
(Adjustment & Reimbursement)**

Bills can be claimed under the following expenditure heads

A. CONSUMABLES

B. HIRING SERVICES: This includes payment for short-term services rendered by field assistants, technicians, labour, etc.

C. CONTINGENCY: This includes the following:

- Stationery, photocopying, publication costs, test materials, photography, postal expenses.
- Payments for services rendered by other laboratories/institutions (Outsourcing).
- Local hospitality, accommodation, and hospitality expenses for visiting scientists and review teams.
- Membership fee for Professional Societies and journal subscriptions.
- Registration Fee: The PI/PC/Project Staff can claim registration fee for conferences/workshops from the contingency by producing documentary evidence.
- Unforeseen expenditure likely to be incurred.

D. TRAVEL

- This includes travel for field work, to attend review meetings, conferences, seminars, workshops and project related activities.
- The most expeditious and convenient mode of travel shall be used to minimize the period of absence from work.
- Prior approval shall be obtained for travel (**Annexure-25, AU website**).
- TA and DA shall be paid as per University norms for the following: PI, Co-PI, Subject Expert in the Selection and Doctoral Committees, Project Staff, Ph.D. students working on the project.

Mode of Travel

By Train: 2-tier A.C. for the PI, Sleeper Class for Staff and Students working on the project (Ticket to be produced).

By Bus: Ticket to be produced

Taxi: Taxi fare may be permitted provided trip sheets with vehicle number and toll gate receipts are produced as evidence of travel.

By Air: The PI shall be permitted airfare as per eligibility subject to the availability of funds and approval by the Administrator/Vice-Chancellor. Boarding passes shall be produced as evidence of air travel.

If international travel is allowed by the funding agency, per diem shall be granted as specified by Govt. of India norms. Boarding passes shall be produced as evidence of air travel. Visa, insurance charges and service charge for travel agent are also permissible.

Accommodation

Actual expenses incurred will be reimbursed on production of receipts.

Claim for TA/DA

A specimen copy of the claim for Travel is given in **Annexure-26** for road and rail travel, and **Annexure-27** for air travel.

- If the mode of travel is higher than that eligible, justification shall be given.
- Sufficient funds should be available under the 'Travel' head of account.
- The travel should have been performed during the project tenure.

PROCEDURE TO BE FOLLOWED WHILE SENDING CLAIM FORMS

1. Submit bills along with the **VOUCHER STATEMENT**.
2. The supporting bills should be original invoice from the seller/ service provider with TIN / CST numbers. The invoice should carry the name of the firm with full address and contact numbers. The invoice should be signed by an authority of the firm.
3. No corrections / overwriting in any form will be entertained in the supporting bills.
4. Labour bills and honorarium should be presented as per the format enclosed.
5. Prior permission should be obtained for travel by submitting the advance requisition forms in **Annexure 25, 26 & 27** for TA/DA, Rail/Road and Air Travel respectively (**AU website**).
6. Hiring of Taxi / Vehicles of all kinds should be claimed with **ORIGINAL TRIP SHEET**, containing the vehicle number, owner of vehicle with clear address and contact number, driver and batch number. Indication of Kilometers along with rate per kilometer is essential. The settlement will be based on the University approved rates. Toll charges are claimable with original Toll Bill.
7. Repeated and illogical claims on consumables will be disallowed. All claim bills should not have the rates that are beyond the Maximum Retail Price of the product.

Any claim made without following the above procedures will be disallowed.

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LABOUR BILL

Dr. _____
Principal Investigator,
Department of _____
Annamalai University.

Project PIN: _____

Date: _____

I _____ have received ` _____ Rupees _____
_____ only towards
labour charges for
_____.

Signature

CERTIFICATE

The following labour work was carried out by
Mr/Ms/_____

With the following details.

Number of Hours / Days worked _____.

At the rate of Rs. _____ per Hour / Day.

Total Amount _____.

Nature of work :

Certified that the work done by Mr / Ms. _____ was
completed to the fullest satisfaction and the payment of Rs. _____ Rupees
_____ has been made to him.

Signature of the Principal Investigator

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Honorarium

Dr. _____
Principal Investigator,
Department of _____
Annamalai University.

Project PIN: _____

Date: _____

I _____ have received ` _____ Rupees _____
_____ only as
honorarium for _____.

Signature