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# Travel Policy Guidelines

18 February 2022

## Travel Rates for contractors and consultants (NPWs)

The Global policy states “Depending on the terms of the contract, consultants, contractors, secondees and those employed via third party agencies (venue colleagues etc) may be subject to different travel and expense policies. Please check with the appropriate line manager before booking any travel”. We have been using the rates below for contractors/consultants

Travel should be by Economy class (for air travel) and 2AC ( for trains). Accommodation at Marker hotels or British Council contracted hotels.

Under the travel policy, cities in India have been categorised in to three main classes reflecting the class of hotels available as follows

**Category I** Delhi, Mumbai, Chennai, Kolkata, Bangalore

**Category II** Ahmedabad, Baroda, Bhopal, Bhuvaneshwar Chandigarh, Cochin, Gauhati, Hyderabad, Jaipur, Jamshedpur , Lucknow, Patna, Pune, Surat, Trivandrum, Nagpur and Goa

**Category III** Other Locations

The meal rates for these cities are as follows

	<b>Category I</b>	<b>Category II</b>	<b>Category III</b>
Breakfast	Rs 500	Rs 360	Rs 290
Lunch	Rs 750	Rs 600	Rs 400
Dinner	Rs 1250	Rs 730	Rs 580

Breakfast is only payable where this is not included in the hotel rate. For overnight absences, meal allowances are only payable for those meals that an employee has to purchase and which have not been otherwise provided either by the British Council or by another host.

OIE (Overnight Incidental Expenses) Rs 450 for overnight stay