

The reimbursement guidelines for the counsellors who shall be attending the Mentorship programme are as under:

- The Institute shall reimburse 2nd Class AC to and fro rail fare/ bus fare on the basis of actual expense incurred, whichever is less.
- If travel by air is made, only 2nd Class AC rail fare will be reimbursed. In case of travel by taxi, reimbursement shall be made for the shortest route (from the place where rail/bus service is not available) to and fro @ Rs.14 per km or the actual expense incurred, whichever is less; plus the actual toll tax paid on production of the receipt of the same.
- The local conveyance charges shall not be reimbursed.
- The stay arrangements to be made by participants on their own. The participants whose one-way distance is more than 120 kms shall be entitled for stay. The Committee shall reimburse maximum a sum of Rs.3000/- for lodging and boarding expenses for one day stay only per head on production of bills.
- The Counsellor shall submit their bills for reimbursement within 15 days from the date of the Half Day Mentorship Programme to the respective POU.