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TRAVEL, DAILY ALLOWANCE AND REIMBURSEMENT POLICY

Cycling Federation of India (CFI)

Effective Date: July 2026

1. Purpose

This policy outlines the guidelines for travel, daily allowances, and reimbursement of expenses for officials, members, and staff of the Cycling Federation of India (CFI) while on official duties.

2. Scope

This policy applies to all office bearers, Management Committee members, Commission members, State Association office bearers, technical officials, Commissaires, coaches, and any other authorized personnel undertaking official travel or activities on behalf of CFI.

3. Travel Arrangements

Eligible personnel including office bearers, Management Committee members, Commission members, and State Association office bearers may travel by:

- Business or Economy class airfare
- 1st or 2nd AC train fare
- Taxi or appropriate road transport as applicable

Travel class and mode shall be selected based on cost-effectiveness, distance, and urgency, with prior approval from the competent authority.
Office administration staff is entitled only for Economy air fare and 2nd AC train fare.

4. Reimbursement of Travel Expenses

If travel tickets or expenses are incurred by the individual, reimbursement shall be processed by the CFI office upon submission of original tickets, vouchers, or proof of payment. This includes local travel expenses such as local taxi fares. No reimbursement to be processed without submission of the above mentioned points. Cash reimbursements to be made only up to INR 12,000.
All claims must be submitted within 30 days of completion of travel, along with a detailed expense report.

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5. Daily Allowances

Daily allowances for CFI members, Management Committee members, Commission members, State Association office bearers, technical officials, Commissaires, coaches, Administrative staff and others on official visits shall be determined by the Director of Administration on an event-to-event basis.
The daily allowance shall not exceed INR 10,000 per day. Any amount exceeding INR 10,000 per day requires prior approval from the President, Secretary General, or Treasurer of CFI.
In addition to aaily allowances meals, incidentals, and other miscellaneous expenses during official duties shall be reimbursed.

6. Approval Process

All travel and related expenses must be pre-approved by the appropriate authority as per CFI's delegation of powers.

7. Additional Guidelines

- Accommodation: Booking in standard hotels (3-star or equivalent) unless otherwise approved.
- Advance requests: Officials may request advances for travel expenses, subject to approval and subsequent adjustment against actual bills.
- Documentation: Maintain proper records of all expenses for audit purposes.
- Non-reimbursable expenses: Personal expenses, entertainment not related to official duties, etc., shall not be reimbursed.
- Amendments: This policy may be amended by the Executive Committee of CFI as and when required.

8. Responsibility

The Director of Administration shall be responsible for the implementation and monitoring of this policy. All claims shall be verified and processed in a timely manner.

Approved by:
Management Committee of the CFI