

INSTRUCTIONS FOR BBSC – STAGE II

TRAVEL REIMBURSEMENT POLICY

1. Travel Desk will be opened from 07:00 AM – 08:00 AM only.
2. Hotel booking needs to be done from individual parent by their own if required. However, the hotel accommodation needs to be checked out on 18th Feb 2018 before 07:00 AM compulsory as the reporting time to BBSC Stage II - Test Venue is 07:00 AM Sharp.
3. Parent needs to bring the travel ticket Xerox copies, hotel check out bill (If opted for accommodation) and one cancelled cheque (in which the amount will be transferred) in an envelope mentioning the student BBSC roll no and student's full name compulsory.
4. Travel allowance will be reimbursed latest by 10th March 2018 in the respective account of which the cancelled cheque is submitted to us only for one student and one parent **(Total 2 persons only)** as per the reimbursement slabs displayed on the website.
5. If a student and parent travels by his or her own vehicle then too the displayed reimbursement slab will only be applicable. No other adjustments will be entertained.
6. Below mentioned rates are for the return journey (To & Fro).

**TRAVEL ALLOWANCES SLABS AS PER THE
COMPANY'S POLICY**

No	Travel Location	Per Person	Max. 2 Persons	Total Travel Fare for 2 Persons	Hotel Fare (for 2 people for 1 Night)	Max. Amount which will be paid
1	Bhagalpur	500	1000	2000	1500	3500
2	Bokaro	700	1400	2800	1500	4300
3	Darbhanga	350	700	1400	1500	2900
4	Dhanbad	700	1400	2800	1500	4300
5	Gaya	500	1000	2000	1500	3500
6	Jamshedpur	800	1600	3200	1500	4700
7	Muzaffarpur	300	600	1200	1500	2700
8	Purnia	500	1000	2000	1500	3500
9	Ranchi	800	1600	3200	1500	4700