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POLICY ON REIMBURSEMENT FOR STUDENT SPORTS AND EXTRACURRICULAR ACTIVITIES



Sai Tirupati University

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0		Issued for Implementation
Rev.	Date	Description
SAI TIRUPATI UNIVERSITY UDAIPUR		POLICY ON REIMBURSEMENT FOR STUDENT SPORTS AND EXTRACURRICULAR ACTIVITIES



1. INTRODUCTION

Sai Tirupati University, Umarda, Udaipur, values the role of sports, cultural activities, and extracurricular engagements in nurturing leadership, teamwork, discipline, and holistic development in students across all disciplines including Medical, Nursing, Pharmacy, Paramedical, and professional programs. This policy has been framed to offer financial support to students representing the University in reputable external events, thereby encouraging meaningful participation and excellence.

2. OBJECTIVE

This policy aims to:

- Encourage student involvement in external sports, cultural, and academic events.
- Provide structured financial assistance to eligible students.
- Ensure a transparent and equitable process for reimbursement of event-related expenses.
- Promote student representation of the University on national and international platforms.

3. SCOPE

This policy applies to all full-time bonafide students of Sai Tirupati University from all faculties, including Medical Sciences, Nursing, Pharmacy, Allied Health Sciences, Management, Computer Applications, Design, and Mass Communication, who participate in:

- Inter-university, inter-college, zonal, state, national, or international sports events.
- Cultural competitions (drama, dance, music, fashion shows, fine arts, etc.).
- Literary events (debates, essay competitions, quiz contests, etc.).
- Technical, academic, research, or management fests, seminars, workshops, or hackathons.
- Competitions or events endorsed by recognized bodies or university departments.

4. ELIGIBILITY CRITERIA

- The student must be a bonafide full-time student with good academic standing.
- Participation must be in an event organized or supported by a recognized institution or authority.
- Prior approval from the Dean Student Welfare/Head of Institution is mandatory.
- The student must not have any disciplinary issues pending and should fulfill minimum attendance norms.

5. REIMBURSABLE ITEMS

Upon approval, the following expenses may be reimbursed:

- Event registration and entry fees.
- Travel costs (rail, bus; as per eligibility and actuals).
- Accommodation and lodging (on actuals or pre-approved ceilings).
- Meals (subject to fixed daily limits).
- Required props, kits, attire, safety gear, or instruments (if justified and approved).
- Health or accident insurance for medical/clinical events (if mandatory).

6. NON-REIMBURSABLE EXPENSES

- Personal or entertainment-related expenses.
- Damaged/lost personal property.



- Expenses arising from indiscipline, fines, or penalties.
- Claims without prior approval or late submissions.

7. FINANCIAL LIMITS AND CONDITIONS

- Budgetary limits will be defined annually and may vary based on the nature and level of the event.
- Partial reimbursements may apply in case of group participation.
- Reimbursement will be processed only against original bills and supporting documents.
- Claims must be submitted within 15 working days after event conclusion.

8. PROCEDURE FOR CLAIMING REIMBURSEMENT

8.1 Prior Approval

- Submit a duly filled Event Participation Form with estimated expenses, endorsement from the faculty coordinator, and a copy of the event invitation/notification.
- Obtain written approval from the Dean Student Welfare at least 10 days before the event.

8.2 Post-Event Submission

- Submit an Event Completion Report including Participation/attendance certificate
 - Original travel tickets, bills, and receipts
 - Event photos/media coverage
 - Brief report on experience, outcomes, and any recognitions
 - Feedback from Faculty Coordinator (if applicable)

8.3 Review and Disbursement

- The University Student Welfare Committee will verify the claim.
- Finance Office will process approved reimbursements within 15 working days.

9. ROLES AND RESPONSIBILITIES

- Students: Timely submission of requests and original documents; adherence to policy.
- Faculty Coordinators: Vet and guide student applications; monitor behaviour and representation.
- Office of Student Welfare: Approve, verify, maintain records, and submit claims to Finance.
- Finance Department: Disburse funds post-verification and maintain audit trail.

10. CODE OF CONDUCT DURING PARTICIPATION

- Students must conduct themselves responsibly, upholding the values and reputation of the University.
- Any misconduct or violation of university policy during events will nullify reimbursement eligibility and may lead to disciplinary action.

11. MONITORING AND COMPLIANCE

- The Office of Student Welfare shall maintain records of participation and reimbursements.
- Internal audits and reviews will be conducted to ensure policy adherence.

12. POLICY REVIEW AND AMENDMENTS

- The policy will be reviewed annually by a committee under the Dean Student Welfare.
- Any modifications shall be submitted to the university's Executive Council for approval.

Prashant Mehta
Approved by
PRESIDENT
(VC)
TIRUPATI UNIVERSIT
SAYUDA PURAM

President
Sai Tirupati University