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**BOOKING OF AIR TICKETS
FOR LTC**

In this Video:

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3. Provisions for Reimbursement

Air Tickets

Booking Procedure

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased **only** from the **three Authorized Travel Agents** (ATAs), namely:
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

ii. **The choice of the travel agent** for booking of ticket from the three authorized travel agents **is left open to** the Ministry/Department and **the official** in case of self booking, based on convenience and service quality.

No agency charges / convenience fees will be paid to these ATAs.

iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for **Non-stop flight** in a given slot, mentioned below, at the time of booking. They are to **retain the print-out of the concerned webpage of the ATAs** having flight and fare details for the purpose of the settlement of the LTC claims.

(a) On the day of travel in the desired 3 hours' slot of following time band –
00:00 to 03:00, 03:00 to 06:00, 06:00 to 09:00, 09:00 to 12:00, 12:00 to 15:00,
15:00 to 18:00, 18:00 to 21:00, 21:00 to 24:00.

(b) With provision of optimizing within a 10% price band, for convenience and comfort.

iv. Employees are encouraged to book flight tickets **at least 21 days prior** to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made **less than 24 hours** before intended travel on LTC, will require the submission of a **self-declared justification by the employee**.

All the three ATAs have been directed to provide **zero/NIL cancellation charges**. Till then, **cancellation charges are to be reimbursed** for all cases where cancellation was due to the **circumstances / reasons beyond the control of Government employee**.

vi. Employees should preferably book **only one ticket** for each leg of intended travel on LTC. **Holding of more than one ticket is not allowed.**

vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool / **online booking website / portal of these 3 ATAs only.**

Employees must register their official Government Email-ID with these three agencies to book their air tickets digitally through above modes for travel by any airlines.

- viii. In case of **unavoidable circumstances**, where the booking of ticket is done from **unauthorized travel agent / website**, the Financial Advisors of the Ministry / Department and Head of Department not below the rank of Joint Secretary in subordinate / attached offices are authorized to grant relaxation.

- ix. No Mileage Points will be generated against travel on Government account.

Provisions for Advances

- (i) Government employees **entitled for air travel**, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1 (iii) (a) above, **at least 30 days prior** to the intended date of journey.

- (ii) Government employees **not entitled for air travel** and wish to travel by air but **not under the Special Dispensation Scheme** may apply for LTC advance with reference to Rail / Bus fare.

(iii) Those Government employees who **are not entitled for air travel** but who wish to travel by air **under the Special Dispensation Scheme**, may apply for LTC advance with **reference to Rail/Bus fare** from their Headquarters / place of posting up to **Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar** plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) **from the relevant railhead** in Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar **till the place of visit** in North East Region / Union Territory of Jammu & Kashmir / Union Territory of Andaman & Nicobar / Union Territory of Ladakh.

Provisions for Reimbursements

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.

(ii) In all cases wherein the **non-entitled** Government employees **travel by air under Special Dispensation Scheme** directly from their Headquarters / place of posting to the place of visit in NER / J&K / A&N / Ladakh, the Government employees **must take the print-out of the concerned webpage having flight and fare details** of the flight for relevant railhead viz. Kolkata / Guwahati / Delhi / Amritsar / Cherinai / Vishakhapatnam to the place of visit viz. NER / J&K / Ladakh / A&N **within the same time-slot** where the **direct flight has been booked** for the purpose of reimbursement.

In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

(iii) Government employees **not entitled for air travel** and wish to **travel by air but not under the Special Dispensation Scheme**, are **also required to book** their air ticket through **only the three ATAs** mentioned above **irrespective of booking time limit**.

However, the **reimbursement will be restricted to the actual air fare** or the **entitled train/bus fare for the shortest route, whichever is less**.

Websites of Authorized Travel Agents

<https://www.balmerlawrie.com>

<https://itdc.co.in/travels-tours>

<https://www.irctc.co.in>