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REGULATORY DOCUMENT

COVER PAGE

Guidelines for Business Travel at Lund University

Type of regulatory document: Guidelines

Definition of the type of regulatory document: Guidelines establish how someone must or should act in the area covered by the guidelines. A “must” rule is to be complied with, whereas the nature of a “should” rule is more of a strong recommendation, which means that in exceptional cases something can be done in another way.

Approved by: Vice-Chancellor

Date of decision: 27 November 2025

Registration number: STYR 2025/2593

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Replaces document: Regulations for Business Travel at Lund University. Approved by the Vice-Chancellor on 31 January 2019. Reg. no V 2017/921

Organisational unit responsible for the document: Division of Finances

Administrative officer responsible for the document: Controller Anders Harlin, Division of Finances

Brief description: The Guidelines state what applies for business travel at Lund University.



DECISION

Reg. no STYR 2025/2593*Date* 27 November 2025

Vice-Chancellor

Guidelines for Business Travel at Lund University

1. Purpose and references

The University is a public authority that safeguards staff members and ensures a good and secure work environment during travel. Equally important is that the University has a responsibility in all areas of operation to ensure a low climate impact and to set a good example. In addition, the University must act responsibly with public resources.

The Guidelines aim to ensure clarity regarding what applies for business travel.

The Guidelines serve to complement regulatory documents such as Lund University's Policy for Sustainable Development and Lund University's Purchasing Policy. Decision-making powers regarding business travel at Lund University are stated in the following guidelines and sub-delegations stemming from them.

- Approval Rules – Guidelines for the Authority to Allocate Lund University's Funds, 10 October 2024, STYR 2024/1911 or decisions that replace them.

2. Applicability

The Guidelines cover all employees at Lund University for travel within the framework of their employment. The Guidelines also apply to travel that is paid for by the University but undertaken by a student or individual who is not an employee at Lund University. The Guidelines do

not cover travel between home and the workplace except in cases where this is part of a business trip.

In the Guidelines, employees, students and other individuals undertaking travel paid for by the University are hereafter referred to as “traveller”.

3. General principles

Work environment and security

Lund University is responsible for the traveller’s work environment during business travel and therefore the work environment, comfort and security must also be considered. Statutory rest periods every 24 hours and every week must be observed. Both personal and traffic safety must be considered as well as the general security situation at the assignment’s location and in the world. If there are security risks, the Swedish Ministry for Foreign Affairs’ recommendations are to be followed. Refer to the Travel Safety Checklist on the University Staff Pages.

Environment and climate

Where possible, physical travel is to be replaced by digital meetings. The need to travel must always be assessed prior to booking a trip. Plan and undertake business travel in such a way that the environmental impact is as limited as possible. Using this approach, energy consumption and greenhouse gas emissions will be minimised.

Cost efficiency

Business travel must be undertaken as cost-efficiently as possible. When calculating travel costs, all parts of the trip are to be taken into account, such as:

- transport to or from train stations/airports
- accommodation
- working hours
- subsistence allowances
- any local transport or taxi trips
- potential baggage costs

It is the total cost of the business trip that will form the basis for comparison of costs for different travel options.

4. Administration and decision-making roles

The right to approve business travel is pursuant to the current Approval Rules. The person with the right to approve business travel is hereafter referred to as the “line manager”.

The line manager is responsible for ensuring that all travellers are aware of the content of the Guidelines and that the Guidelines are observed. All travellers who are to undertake business travel must have knowledge concerning cost-efficiency, security and eco-friendly travel.

The traveller must justify the business trip, including any deviations from the Guidelines, and the line manager must approve it verbally or in writing.

The line manager may submit written approval of deviations for longer periods in special circumstances. Special circumstances may, for example, involve the work situation of a traveller or health reasons.

If a conflict arises between the general principles, the line manager is to make a decision based on an overall perspective. What is regulated by laws and ordinances is always given most emphasis. Thereafter a balance is to be determined based on the needs of the organisation and the local conditions.

The individual traveller is responsible for ensuring that travel undertaken on business and paid for by the University complies with the Guidelines.

5. Application of the Guidelines

Digital meetings

Digital meetings are sometimes an alternative to physical meetings. To replace a physical meeting with a digital meeting is often the most environmentally-efficient choice. It is also cost and time-efficient.

Therefore, before business travel is booked there should always be an assessment of whether the trip can be replaced by a digital meeting.

More information on digital meeting technologies can be found on the University Staff Pages.

Compliance

The University must comply with the public procurement framework agreements¹ that are included in Lund University's contract catalogue. All orders and bookings must therefore be carried out via the suppliers who are covered by agreements. The contract catalogue is accessed via the University Staff Pages.

Deviations from this principle may only be made in exceptional cases, such as:

- When hotels have already been chosen by external meeting organisers
- Purchases between Swedish public authorities
- For long trips that require flexibility and thus pre-purchasing is not possible
- When a private car must be used with reimbursement per kilometre travelled.

Such deviations require the approval of the line manager in order for reimbursement to be made.

Compliance with framework agreements is also very important from a safety perspective. Using the procured travel agent ensures that travellers are searchable in their database. This means that travellers can be quickly located and brought home, if required, in the event of a crisis situation.

¹ Framework agreement: An agreement with one or more suppliers which determines the terms for future orders for a certain period.

Bonuses and discounts

Any kind of bonus provided by a flight, hotel, train, or rental car supplier etc. in connection with business travel must be passed on to the University and may only be used during the business trip or other business trips. The potential for earning bonus points is not to influence the choice of travel supplier.

Paying for business travel

Tickets and other travel-related expenses must be invoiced directly to the University whenever possible. If this is not possible, they may be paid for by the traveller. Upon return, employees must report the trip and any relevant expenses in the University travel expense report system, while other travellers are to contact the department's HR officer. Further information on how business trips are to be reported can be found on the University Staff Pages, which also include information on charge cards that can be applied for by those who have job-related expenses.

Insurance

Travel booked via the procured travel agency is covered by travel insurance. All employees are also covered by Kammarkollegiet's business travel insurance. The traveller must find out which insurance they are covered by and order in good time any proof of insurance that is required. Further information on insurance can be found on the University Staff Pages.

Subsistence allowance

Employees are eligible for subsistence allowance and travel cost reimbursements for business travel. Subsistence allowance is payment for increased living costs that occur during business travel. The allowance may be tax-exempt or taxable.

Other conditions

If the traveller, for personal reasons, wishes to travel earlier or stay longer in connection with a business trip, the line manager must approve this. The traveller must pay for the additional costs due to the prolonged duration of the stay. The prolonged duration of the stay must be in

reasonable proportion to the period of work at the location. Reasonable in this case may be that a stay is extended over a weekend or equivalent period.

Choice of mode of transport, travel class and accommodation

When choosing another mode of transport, another travel class or another hotel standard than those stated here, there must be special circumstances. Special circumstances may, for example, involve the traveller's work situation or health reasons. If there are special circumstances, these must be approved, verbally or in writing, by the line manager.

Train or flight?

Domestic trips should normally be made via train, however flights may be considered if the time saved in comparison with a train trip is at least two hours on both the outbound and inbound journeys. The total travel time including connecting transport and waiting times for the different modes of transport is to be compared.

Train trips

Train trips of more than two hours duration may be booked in first class and trips on night trains can be booked in a private compartment. Additional costs for night trains should be compared with an extra hotel night and the time saved by travelling via night train.

Flights

Business travel by air should, as a standard, be booked in economy class. Choose biofuel tickets² when possible. Intermediate landings must be avoided to reduce climate impact. Book flights so that costs are as low as possible while maintaining efficiency.

² A biofuel ticket refers to a ticket that includes a certain amount of renewable biofuel (SAF – Sustainable Aviation Fuel).

Choice of ticket type

For both train and air travel, the tickets booked should be non-refundable and non-changeable. Exceptions can be made if a flexible ticket is considered to be cheaper than the work time potentially lost if it is not possible to change the departure time. Tickets must be booked via the University's procured travel agency.

Public transport and taxis

Use public transport as the first option for business travel. This also applies for travel to and from train stations and airports. Taxis must be used sparingly but may be used, for example, when there are no suitable public transport connections. Information on the procured taxi supplier and which agreements and prices apply can be found on the University Staff Pages.

Car travel

Travelling by rental car or private car to and from a destination or as connecting transport to and from home may normally only be used if there are no suitable public transport options at the time of travel or if it entails a significant time saving compared with public transport.

There may also be special reasons for using a rental car or private car. Such reasons could be, for example, that the trip is late at night or involves security aspects.

Book external rental cars in accordance with current framework agreements. Always choose as first option a green vehicle, even when a call-off order cannot be made from a framework agreement (e.g. if the rental car company at the destination is not included in the framework agreement). Read more about framework agreements for rental cars and the use of private cars on the University Staff Pages. If possible, choose fossil-free fuel.

Accommodation

Accommodation in connection with travel must be booked via the University's procured travel agency. Normally, hotel rooms should be of good intermediate-class standard (three or four star).

There may be circumstances, for example for field work and research trips, where accommodation cannot be booked in advance. Hotels may also be allocated for external conferences or equivalent.

6. Entry into force

The Guidelines replace Regulations for Business Travel at Lund University (31 January 2019, STYR 2017/921) and enter into force on 1 January 2026.