



**LUND**  
UNIVERSITY

Vice-Chancellor

## **General guidelines for business travel at Lund University**

*Approved by the vice-chancellor on 31 January 2019.*

General guidelines for business travel at Lund University has been produced to facilitate the application of the Regulations for business travel at Lund University, Reg. no V 2017/921.

### **1. Application**

These general guidelines shall be used to plan for and undertake business travel in such a way that the general principles in the regulations are followed. The general principles are:

- Work environment and security
- Environmental considerations
- Cost efficiency

### **2. Conditions and booking of travel**

#### *2.1. Telephone, online or video meetings*

Telephone, online or video meetings (so-called digital meetings) are sometimes possible alternatives 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 travel can be replaced by a digital meeting. More information on digital meeting techniques can be found on the University website.

#### *2.2 Compliance*

The University must comply with public framework agreements and all orders and bookings shall therefore take place via suppliers procured by the University. It is not permitted to purchase tickets from another supplier. There are exceptions to these rules, for example:

- In cases where hotels have already been chosen by organisers of a meeting
- For longer trips if pre-purchasing is not possible
- In cases where a personal car must be used with reimbursement per kilometre travelled.

For deviations from this rule, the University shall only provide reimbursement in exceptional circumstances. Compliance is also important for safety reasons. Travellers are searchable in the procured travel agent's database and, in crisis situations, can be located and brought home if required.

### *2.3 Bonuses and discounts*

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

### *2.4 Paying for business travel*

Tickets and other travel-related expenses shall be invoiced whenever possible. If this is not possible they may be paid for by the traveller, e.g. with a University-issued private card, a charge card with personal payment liability. Upon return, the traveller shall report the trip and any relevant expenses in the University travel expense report system. Further information on charge cards and how travel should be reported can be found on the University Staff Pages.

### *2.5 Insurance*

Travel booked via the procured travel agency is covered by travel insurance. All staff are covered by Kammarkollegiet's business travel insurance. It is the responsibility of the traveller to find out what the insurance covers and to order any proof of insurance that is required. Further information on insurance can be found on the University Staff Pages.

### *2.6 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. Allowances may be tax-exempt or taxable. Read more on the current tax legislation at the Skatteverket (Swedish Tax Agency) website.

### *2.7 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 shall pay for the additional costs due to the prolonged duration of the stay. The prolonged duration of the stay shall 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.

## 3. 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 employee's work situation or health reasons. If there are special circumstances, these must be approved, verbally or in writing, by the line manager.

### *3.1 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 must be compared.

- Train trips of more than two hours duration may be booked in first class or 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.
- Business travel by air should, as a standard, be booked in economy class. A flight should be booked so that costs are as low as possible while maintaining efficiency.

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 should be booked via the procured travel agency. A complaint should be lodged for lengthy delays.

### *3.2 Public transport and taxis*

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

### *3.3 Car travel*

For financial, environmental and safety reasons, cars shall be used restrictively. Pursuant to current framework agreements, rental cars should always be green vehicles. External rental cars shall be booked in accordance with current framework agreements. For cases where it is not possible to follow the framework agreements (e.g. if a rental car company with a framework agreement does not exist at the destination) a green vehicle shall be chosen if possible. Read more about framework agreements for rental cars and the use of private cars at the University Staff Pages.

### *3.4 Accommodation*

Accommodation in connection with travel shall be booked via the travel agency procured by the University. Normally, hotel rooms should be of good middle-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. The traveller will then have to report the expense through the University travel expense report system after returning home.

## 4. Entry into force

These general guidelines enter into force on 31 January 2019.