



**LUND**  
UNIVERSITY

Vice-Chancellor

## **Regulations for business travel at Lund University**

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

Pursuant to Chapter 2 Section 5 of the Higher Education Act (1992:1434), Lund University approves the following regulations. These regulations replace the previous travel policy approved by the vice-chancellor on 16 January 1997, Reg. no I A9 5120/96.

### **1. Background**

The University is a public authority that has a responsibility to reduce its climate impact in all areas of operation and to set an example. It is equally important to protect employees during travel and to ensure a good and secure work environment. In addition, the University shall act responsibly with public resources.

### **2. Who do these regulations apply to?**

These regulations apply to all employees at Lund University for travel within the framework of their employment. The regulations 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. In the following, employees, students and other individuals who undertake travel paid for by the University are referred to as “staff”.

### **3. General principles**

- Work environment and security

Lund University is responsible for the staff work environment, including during business travel and, therefore, the traveller’s work environment, comfort and safety 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 place of assignment and in the world. If there are safety risks, the Swedish Ministry for Foreign Affairs’ recommendations shall be followed.

- Environmental considerations

If possible, physical travel is to be replaced with digital meetings. Therefore, the need to travel should always be assessed prior to booking a trip. Business travel shall be planned and undertaken in such a way that any negative impact on the environment is limited to the greatest possible extent. In this way, energy consumption and greenhouse gas emissions shall be minimised. Fossil-free fuel should be the first option.

- Cost efficiency

Business travel shall also be as cost efficient as possible. When travel costs are calculated, consideration shall be given to all aspects of the trip: transport to or from train stations/airports, accommodation, working hours, allowances, any local transport or taxi trips and potential baggage costs. It is the total cost of the business trip that shall be the basis for comparison of costs for different travel alternatives.

#### 4. Responsibility

The authority to approve business travel follows the current delegation rules. Henceforth, the person who has the right to approve business travel shall be referred to as 'line manager'. This person is responsible for:

- ensuring all employees are aware of the contents of these regulations
- setting a positive example
- ensuring these regulations are observed.

If a conflict arises between the general principles, the line manager shall take a decision based on a holistic perspective where priority is always given to what is stipulated in laws and ordinances. Thereafter, consideration should be based on operational needs and the local conditions. The individual employee is responsible for ensuring that any business travel or travel paid for by the University adheres to these regulations.

#### 5. Approval of business travel

The line manager shall approve business travel, including any deviations from these regulations, either verbally or in writing following justification from the traveller. In special circumstances, written approval of deviations can be made for longer periods. Special circumstances may, for example, involve the work situation of an employee or health reasons. A traveller may not authorise their own travel.

#### 6. Entry into force

These regulations enter into force on 31 January 2019 and replace the previous Policy for business travel approved by the vice-chancellor 16 January 2007 (Reg. no I A9 5120/96).