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Regulations for business trips

Policy documents at Chalmers

All operations at Chalmers are to contribute to the fulfilment of Chalmers' vision: Chalmers – for a sustainable future. Travelling, both domestic and international, is a natural part of a university's operations. Together with travel policy C 2015-1561, the regulations form the basis for how we plan, call-off, undertake and finalise our journeys.

The guidelines apply to all employees at Chalmers as well as individuals who undertake travel on behalf Chalmers where Chalmers pays for the entire or a portion of the trip. The immediate manager must approve the journey before it is ordered and undertaken.

Agreements

Chalmers' framework agreement suppliers are to be engaged for all types of reservations such as flights, trains, hotels, conferences, etc. The relevant suppliers are found in the agreement database.

Expense report and travel advance

After a journey is concluded, the traveller is responsible for registering the expense report in Primula as soon as possible and for sending the original documentation and the itinerary to the Payroll and Travel Expense Management Service (Löne- och reseräkningsservice, LRS). Expense reports that are older than three months from the date the journey ends will not be approved. See decision C 2012/778 Processing time for expense reports (C 2012/778 Behandlingstid för reseräkningar).

Travel advances will only be given as an exception and only if the journey exceeds 20 days. See decision C 2003/657 Processing travel advances at Chalmers University of Technology (C 2003/657 Handläggning av reseförskott).

Mode of travel

Selection of route and mode of travel should be determined on the basis of the travel policy, with the most suitable overall mode of travel as the aim. The most acceptable alternative is second or economy class. Also consider hidden travel expenses such as additional costs for more expensive

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modes of travel and your working hours; for example, flying has to be weighed against saving time and subsistence costs.

Short journeys

Public transport, biking, bicycle pools or electric car pools should primarily be used for short journeys. When ordering a taxi or renting a car, request a green/clean car.

Long journeys

When a long business trip is undertaken, train, bus or boat should be selected before plane or car. Flying should only be undertaken for journeys that are longer than 500 km, unless a great deal of time is saved. This means that primarily train travel should be used for journeys between Gothenburg and Stockholm.

Onward journey

For onward journeys to train and flight departures, public transport, airport bus or taxi sharing are to be prioritised. It is acceptable to travel in a taxi or personal car to Landvetter. Mileage allowance can be paid if a relative gives you a ride from your home to Landvetter Airport¹.

Car and rental car

A rental car is to be prioritised before a privately owned car. Rental cars and privately owned cars that are used while working must

- satisfy the requirements for at least environmental class 5 (Euro 4)
- have a headrest and a lap-diagonal seatbelt for all of the seats that will be used
- have kerb weight between 1000 and 1900 kg and
- satisfy requirements corresponding to at least 4 stars according to Euro NCAP.

The most immediate manager, not the individual traveller, decides which vehicles are to be used while working.

A privately owned car can be used (with full mileage allowance) if the car is the most suitable means of transport in relation to the destination's accessibility. If a privately owned car is used while working, the car owner's private insurance policy will apply in the event of damage.

Parking fines

Chalmers will not pay compensation for parking fines. The traveller is responsible for ensuring that the car is legally parked and that the fee is correctly paid. When possible, the fee for long-term parking should be paid afterwards rather than in advance to avoid parking fines if, for example, the flight or train is delayed.

Bonus system

The following applies for bonus systems that are offered, for example, by airlines, hotel chains and SJ (SJ Prio) that generate benefits for the traveller.

¹ Applicable rules are available in the document on compensation in conjunction with business travel ("Ersättning i samband med tjänsteresa").

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If Chalmers pays the cost of a journey/hotel stay that generates bonus points, you must notify your immediate manager that you participate in the bonus system. Note that points earned in conjunction with a business trip may only be used for business travel.

Different types of annual passes that Chalmers pays for may only be used for business travel.

Travel safety

When undertaking a business trip, risks and safety must always be assessed well in advance of the journey. The traveller is to stay informed of the circumstances at the destination up to and during the trip. All journeys are to be ordered via Chalmers' framework agreement preferred suppliers to ensure help will be available in the event of unforeseen events. If the Ministry for Foreign Affairs (UD) advises against travel to an area and the decision is made to undertake the journey nevertheless, the decision to travel must be made by the manager who is responsible for the traveller's work environment. An employee may never directly or indirectly be forced to undertake a journey against the Ministry for Foreign Affairs' travel recommendations.

The traveller must actively take part in ensuring the journey can be undertaken safely. The Ministry for Foreign Affairs' travel information is a suitable source of information.

Insurance

Chalmers' employees who undertake a business trip are covered by Chalmers' business travel insurance policy. This means that additional travel insurance does not need to be purchased when making reservations via a framework agreement preferred supplier.

Conferences

Chalmers' own conference/meeting facilities are to be used as the first choice. As the second choice, one of the contracted facilities or meeting organisers may be used.

The relevant suppliers are found in the agreement database (Avtalsdatabasen).