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2020-02-24

Ref.no C2019/980

## **Regulations for Business Travel at Karlstad University**

Decision	RB 35/20	Ref.no	C2019/980	Replaces	Rb 10/17 & C2017/78
Applies as of	2020-02-24	until	Until further notice	Officer	Sofie Kristensen

# Regulations for business travel at Karlstad University

## **1. General**

A general goal for Karlstad University is to maintain and develop national and international contacts. Travelling is therefore a natural component of university operations. The time and money spent on travelling must be justified in the same way as the use of other resources to achieve our goals.

Forms of meetings that do not involve travelling, such as video conferencing and telephone meetings, should be used when appropriate and possible, in order to help Karlstad University employees to combine work and family, to reduce travelling costs, and to minimise environmental impact. For security reasons it is important that travel bookings are made via our travel agency, as this helps the university to keep track of where employees are and how to get in contact with them in the event of an emergency.

## **2. Business travel**

These regulations form the common basis for handling business travel at the university. Efficient planning constitutes the foundation for a reasonable travel budget:

- Business travel should be justified and coordinated between different units and individuals, as well as being planned well ahead of time to ensure the lowest possible total cost.
- The number of travel days should be reasonable in relation to the purpose of the trip.
- Business travel has to be approved in advance by the head of department or equivalent, whom also needs to be consulted should the travel expenses exceed planned costs.
- Business trips should be booked via the university's travel agency.
- Environmental aspects have to be taken into consideration when deciding on the mode of transport.
- In cases where a business trip needs to be planned with regard to family-related needs, it may be that the cheapest or the greenest alternative is not an option.
- If an employee, for personal reasons, wants to travel earlier or stay longer in connection with a business trip, this needs to be approved by the immediate head and has to be reasonable in relation to the length of the business trip. All additional costs as a result of the extended trip will be paid by the employee.
- Exceptions from the regulations for business travel are decided by the immediate head.

### **2.1 Deciding forms of meetings**

Alternative meeting forms, such as video conferencing, web conferences and telephone meetings have to be used when possible to save time and for financial and environmental reasons. Live meetings may be used when alternative meeting forms do not present acceptable solutions, for example, meetings with large groups or new contacts.

## **2.2 Administrative guideline/routines**

### **2.2.1 Travel bookings**

Karlstad University has an agreement with a travel agency. In order to book a trip, employees need to have registered traveler's profile. See 'Resor' under A-Ö on Inslaget for contact details for the travel agency and information on how to create a traveler's profile.

All travel-related services such as flights, trains, rental cars and hotels should be booked via the travel agency. In some cases, there may be reasons to book travel-related services elsewhere, for example, a hotel via a conference event or to coordinate with colleagues from other universities.

### **2.2.2 Travel expense claims**

Travel expenses should be claimed via the self-report system Primula no more than three months following a trip. Employees forfeit the right to claim expenses a year after the month of travel. Receipts need to be scanned and attached in the claim. Original receipts in paper format should be sent to the payroll officer.

### **2.2.3 Vaccination**

The university pays for necessary vaccinations in connection with a business trip, in accordance with the recommendations of the Vaccination Centre. The cost is registered as a personal disbursement in the travel expense claim.

### **2.2.4 Payment cards**

University employees may in some cases apply for a personal payment card to pay costs incurred in connection to business travel. Travel expense claims are then made in accordance with the usual routine to receive compensation for the expenses incurred. Regulations and information on payment cards can be found on Inslaget under 'Anställning/Resor/Betalkort'.

### **2.2.5 Travel advances**

Travel advances are only restrictively approved. All employees who travel more than once a year for purpose that involve travel advances should get a payment card.

A travel advance should be reported through a full travel expense claim no later than one month after the month of travel. Travel advances are regulated via the employee's salary even if no travel expense claim is made. If the advance paid is more than the expenses that may be claimed, the difference is deducted from the next salary payment.

## ***2.3 Choosing mode of transport***

When deciding on a mode of transport, cost, ticket price, overnight stays, other related travel expenses such as working hours, environmental aspects and travelling time beyond office hours have to be taken into consideration.

It should be possible to combine business travel with family life. Consequently, when deciding on mode of transport, travelling time and the chance to avoid overnight stays etc., may be taken into consideration.

### ***2.3.1 Trains***

Train should be the first choice for trips shorter than 500 km one-way.

Normally a second-class ticket should be booked. Exceptions may be made and a first-class ticket may be bought depending on route, cost and the need to work undisturbedly.

For longer trips by train, that is, trips longer than 500 km one-way, first-class tickets may be valid on grounds of comfort and convenience as the university wants to encourage environmentally friendly alternatives for both long and short trips.

### ***2.3.2 Domestic flights***

In cases where it is not possible to travel by train in accordance with 2.3.1, it is permitted to choose domestic flights. This could entail a combination of transport modes, for example, train to and from Arlanda.

### ***2.3.3 International flights***

International flights may be chosen, with the exception of trips in accordance with 2.3.1. A combination of modes of transport to and from an airport in Sweden as well as in Norway may be the best option for all the reasons that determine the choice of transport mode.

### ***2.3.4 Rental cars***

If a car is the best option, the main rule is to rent a car for cost, safety and environmental reasons. Environment-friendly vehicles should be the first choice.

### ***2.3.5 Private cars***

Private cars should only be used for trips shorter than 100 km one-way. For longer trips, private cars should only be used in exceptional cases and with the approval of the immediate head. Examples of exceptions may be that it saves time, shortens the travel time, feels safer to use a familiar car or if the employee uses a private environmentally friendly car.

### ***2.3.6 Taxi***

Public transport should be the first choice. When public transport cannot be used it is permitted to take a taxi. Sometimes a taxi is the most appropriate means of transport to and from the place of operations.

### **2.3.7 Accomodation**

The frame agreement should primarily be used for choosing a hotel, and bookings should be based on standard or location. Hotels of average standard should be chosen and the location of the meeting, course, etc. should be taken into consideration.

### **2.4 Business travel insurance**

The university has a travel insurance from Kammarkollegiet (the Legal, Financial and Administrative Services Agency), which covers all employees during business trips. This business travel insurance covers all domestic and international travel of employees and contracted employees on behalf of the university. The insurance is valid for the entire duration of the trip.

When travelling internationally, employees can order a so-called Travel Insurance Card via their payroll officer that certifies that you are insured by Kammarkollegiet. When travelling within the EU, it is also recommended to bring your European Health Insurance Card issued by the Swedish Social Insurance Agency, should you be in need of medical care.

Employees working abroad during a longer period of time need to be covered by a URA insurance. More information can be found on Inslaget under 'Anställning/Försäkringar'.

Further information on our travel insurance can be found on Inslaget under 'Anställning/Försäkringar'.

### **2.5 Internal conferences**

Guidelines for internal conferences can be found in Karlstad University's policy for representation, free meals and gifts, C2018/897. Events that comply with these guidelines allow for compensation for any travel expenses in connection with the event in accordance with regulations for business travel.

No daily allowance/subsistence allowance is paid.

More information on representation can be found on Inslaget under A-Ö 'Representation'.

### **2.6 Other**

Service provider bonuses (SJ Prio, SAS bonus, etc.) are not private benefits; it goes to Karlstad University and may only be used in connection to business travel. Meals paid by the employer shall be registered under 'Måltider' in the travel expense claim, even if the meals have been paid using bonus points.

Travel compensation from SJ (travel time guarantee) paid at delays goes to the individual traveller who was inconvenienced by the delay.

Current information on business travel, our travel agency, daily allowance and other useful information is available under 'Resor' on Inslaget.