

<i>Dokumentnamn:</i> Riktlinjer för tjänsteresor och möten vid SLU		<i>Dok.nr</i> SLU-674
<i>Dokumentägare:</i> Henrik Hägerström		<i>Version:</i> 4.0
<i>Fastställt av:</i> Anna-Karin Olofsdotter	<i>Fastställt den:</i> 2021-02-04	<i>Sida (av)</i> 1 (6)

## Guidelines for business travel and meetings at SLU

On 15 January 2021, SLU ID ua 2020.1.1.1–4586, the vice-chancellor approved the following guidelines for business travel and meetings.

### Introduction

SLU is a world-class international university and forward-thinking employer with research, education and environmental assessment whilst limiting its climate impact. SLU has therefore introduced the following target:

**By 2025, SLU will have reduced its total fossil-fuel emissions from air travel by 60% compared to 2019 (per full-time equivalent). This is the equivalent of a 90% reduction in domestic flights and 50% reduction in international flights.**

This target promotes changed ways of working through increased digitisation. It is also a way to contribute to the workplace of the future, democracy and social sustainability as participation can be increased. The target is also in line with the Paris Agreement and links to all of SLU's strategic focus areas, *SLU's next steps for sustainable development, One SLU and SLU in the digital society*.

SLU is a university spread out over Sweden. This needs to be taken into consideration when we plan travel and meetings. Additionally, many of our operations and activities are conducted abroad. Business travel and meetings are part of the university and an important tool for initiating and maintaining contacts with the outside world, sharing research findings and initiating collaborations. However, business travel requires resources – both time and money. It may also have a negative impact on environment and climate. These travel guidelines apply to all travel conducted by employees and non-employees at SLU's expense. Each member of staff must ensure they follow these guidelines and managers must follow up compliance. This way we can all make sure that the objectives are met and that SLU's credibility as a world-class university for life and environmental sciences is maintained as outlined in SLU's strategy for 2021 – 2025.

Utskrifter av det här dokumentet är kopior som inte är styrande. Om du skriver ut ett dokument, stäm av utgåvan mot originalet varje gång du använder dokumentet.

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## It needs to be easy to do things correctly

These guidelines have been designed to help you to make decisions on how to book business travel and meetings. Travel needs to be safe and cost-effective, and take the work environment, the balance between working and private life and the climate into consideration as far as possible. Before booking travel, it is important to evaluate whether it could be replaced by a virtual meeting as described in the flowchart (see end of document).

## Physical or virtual meetings

Virtual meetings can be an alternative to physical meetings. The organisation's needs determine how the meeting needs to be held. Replacing a physical meeting with a virtual one is the most environmentally efficient choice. It is also cost- and time-effective. More information about virtual meeting techniques and meeting culture can be found on the internal web.

If you are organising a meeting, conference or training session with participants from other sites/workplaces, you should facilitate the meeting by preparing the option to participate via video link. Plan meetings around the participants who will be travelling and take their departure point, the meeting site and time into consideration.

For smaller conferences, enlist one of the conference organisers from the framework agreement. Contact Academic Conferences about larger events. Remember to select the conference location based on where it is easiest for the majority of participants to reach via public transport.

## Booking trips

Line managers or their equivalent must be aware of travel being booked and the related costs. Book train, plane and ferry tickets, hotel rooms, rental cars, shuttles/taxis, etc. through SLU's procured travel agency. From a safety perspective, travellers must be registered in the travel agency's database should they need to be located in case of an emergency. You do not need to book local and regional public transport through the travel agency.

It is your responsibility to create and update your profile in the self-booking system, to make sure the information provided when booking is correct. The travel agency will suggest travel options in accordance with our guidelines and current agreements.

Use the travel agency's group function for group bookings for flights, trains and hotels.

## Travel options

Use the flowchart to plan your travel. Travel needs to be planned based on the organisation's needs and must be safe, cost-effective and take the work environment, the balance between working and private life and the climate into consideration as far as possible. Effort should be

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made to conduct travel during working hours, and be compensated for following the applicable regulations and agreements. If possible, trips should be booked 14 days in advance to take advantage of SLU travel agency discounts.

Domestic travel should be by train. Occasionally, air travel may be acceptable if it saves a lot of time and the balance between the traveller's personal life, working hours and work environment has been evaluated.

For European travel, the travel agency offers several alternatives to flying. If possible, replace short connecting flights with trains or buses when abroad.

Business travel for distances of less than 5km should preferably take place by bike, on foot or public transport.

### **Train**

Usually, second class/economy tickets should be booked for train travel. However, first class tickets can be booked if necessary and appropriate in relation to price, travel time and the need to be able to work without interruption. First-class tickets can be booked for travel on night trains, as this is the equivalent standard as a hotel. Phone or email the travel agency to book train travel outside of Sweden.

### **Flights**

SLU primarily flies economy. Try to book the cheapest flight offered by the travel agency, avoid airport transfers as much as possible. Simple trips, such as to and from European destinations, are preferably booked using the self-booking system. Phone or email the travel agency to book complex or intercontinental trips.

### **Rental cars and taxis**

If public transport is unavailable or is very inconvenient (takes too long, for example), rental cars or taxis may be used. Rental cars should be mid-size and environmentally friendly, to minimise the environmental impact while also guaranteeing reasonable safety. Share taxi journeys if possible. Check which companies SLU has procured.

### **Car**

Several departments and divisions have work cars for field work or activities for which other transport methods are unsuitable. Follow SLU's vehicle guidelines regarding the type of car and fuel consumption. If a work car is unavailable, private cars may be used and reimbursement is paid according to the number of kilometres travelled. Travelling by private car instead of public transport must be faster, cheaper (for example through a carpool) or essential because of a need to transport equipment, etc.

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### **Hotel rooms**

Hotels included in the framework agreement should be booked for domestic business travel. If possible, choose environmentally certified hotels. Environmentally certified hotels are indicated in the travel agency's self-booking system. Book standard single rooms.

There are no framework agreements for hotels in other countries. However, hotels should still be booked through the procured travel agency.

### **Personal accommodation**

If personal accommodation is used during business trips instead of SLU paying the costs, subsistence allowance and other reimbursements still apply according to the agreement in question.

### **Safety during business travel**

With a little planning and preparation, it is possible to decrease the risk of incident – regardless of whether the destination is in Sweden, within or outside the EU or to a high-risk country or area.

Thorough preparation is essential when travelling abroad in order to avoid unnecessary risks. Preparations need to include travel plans for before, during and after travel.

Things to consider include: what is the overall security status at the destination, how safe is the accommodation, how do I protect the information I am taking with me, what travel documents do I need, how do I avoid becoming a victim of crime?

You can use the checklist/safe travel recommendations from the Security Unit to help you with your planning. IT support has a page on international travel.

### **Work environment abroad**

The Swedish Work Environment Act applies to all work conducted in Sweden. However, in principle the Swedish Work Environment Act cannot be applied beyond Sweden's borders. Nevertheless, an employer's duty of instruction and risk assessment as per the Act should still be used when an employee is sent abroad to work. Note that the work environment legislation (if applicable) and criminal law of the host country must always be observed. In certain cases, foreign legislation may be stricter than its Swedish equivalent regarding infringements from employers and employees. Despite the Work Environment Act being limited to within Sweden's borders, employers must still conduct systematic work environment management and minimise risks to and ill health of employees during their period abroad. The responsibility for rehabilitation is unchanged.



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### Bonuses and similar

Certain suppliers provide bonuses and other loyalty discounts. Reimbursement, points, etc. earned during business trips may only be used in connection with business travel.

### Holiday or leave in connection with business trips

Business trips should normally not be combined with private trips. Instead, they should begin from home or the workplace to the destination in question. Private trips are to take place during time off and SLU must not be invoiced for private travel.

### Accompanying travellers

People (for example family or friends) who accompany an employee on a business trip but who personally do not travel on behalf of SLU must pay for themselves.

### Expenses

Travel expense reports and expenses are processed in the SLU system Primula. If it is likely that you will need to use your own money to pay for any travel costs, you can either request an advance travel supplement or use the SLU debit card. Responsibility for the card and payments is personal – it may be used on business trips and privately.

### Insurance

SLU employees are insured during business trips in accordance with the regulation on insurance protection, etc. during government business trips (1993:674 – only in Swedish). You can order the business travel insurance cards from the Legal, Financial and Administrative Services Agency (Kammarkollegiet). Learn more about the insurance conditions on the Kammarkollegiet website. You can order the European health insurance card (EHIC) from the Swedish Social Insurance Agency. Read more about the card on the Swedish Social Insurance Agency website.

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Decision process

