

Appendix 1

Checklist for meetings and travel

This checklist, which follows KTH's meetings and travel guidelines, is intended to provide support for sustainable meetings and travel.

The meeting's purpose (e.g. conference, meeting, field work, training, etc.): _____

Can the meeting be replaced by a travel-free alternative? If no, give reasons why not: _____

Things to consider if you want to travel more sustainably

1. In consultation with your immediate manager, choose direct rather than multi-stop flights (if possible both economically and practically).
2. So that there is less need for you to be on-site abroad, train local people to carry out certain tasks. Note that, as it is against state rules, we cannot appoint people abroad.
3. Combine several of your trips so that they can be made at one and the same time.
4. So that travelling is climate-efficient, prioritise travel planning and plan in good time (e.g. so that you do not need to interrupt a stay abroad to come home for a day).
5. There are different free-tools available to calculate your climate impact from travel. Calculate your travel footprint at klimatsmartsemester.se and view emissions for flights directly on the interactive world map at flightemissionmap.org (developed by Björn von Sydow in collaboration with Jörgen Larsson at Chalmers University of Technology och Anneli Kamb at KTH Royal Institute of Technology). EcoPassenger.org is a practical tool to compare the environmental impacts of different transport options, including the energy used to produce the electricity or the fuel, in a "well to wheel"-perspective. You can plan your trip by train using for instance Trainline.com
6. Contact the contracted travel agency, BIG Travel personal service when booking foreign train travel from Sweden.
7. For further advice and support, contact the person in charge of travel at the relevant school and Operations Support (VS).

Checklist

Via travel-free meetings, you are contributing to all three aspects of sustainable development, i.e. financial savings, societal benefit and reduction of negative environmental impact.

- Evaluate the need for your trip. As far as possible, travel should be replaced by digital (travel-free) alternatives such as web, video or telephone conferences.
- Carry out a risk assessment based on entry rules – what happens if you fall ill? Check the country's entry rules.
- Check and follow the recommendations of Sweden's Ministry for Foreign Affairs.

- Ordered and approved travel order from the manager for the business trip in question (exception if the trip is less than 100 km).
- Obtain a business travel insurance card from the person in charge of travel/travel administrator and, when travelling to EU countries, take an EU card.
- If you travel often, obtain a “business procured personal” (FUP) debit card from Eurocard.
- Book your trips with the contracted travel agency, BIG Travel.
- Inform your immediate manager and family of your trip/itinerary (dates, times, places, hotels/ telephone numbers throughout your foreign stay).
- Use good judgement throughout your trip and take into account the total cost of all the constituent parts (e.g. transport, accommodation, subsistence allowance, working hours and travel time). In the trip’s total cost, also include transport to and from airports, check-in times, etc. Each trip is to be booked at the lowest total cost without sacrificing, for example, environmental considerations, safety and travel agency agreements.
- Good train services departing from Sweden shall be the first choice for trips. Trains shall always be chosen for trips under 500 km (e.g. Stockholm – Gothenburg).
- To be approved by the relevant manager, air trips under 500 km require specific reasons. These may be the time taken for stretches with poor, or no, train services (e.g. Stockholm – Helsingfors).
- If it is safe bearing in mind local conditions, public transport is to be the first choice. For daytime transfers to/from airports, airport buses/trains are to be the first choice.
- Use taxis or hire cars sparingly and, when ordering, choose eco-friendly vehicles and carpooling (if possible and safe).
- If possible, choose hotels that are eco-labelled, have environmental certification or can otherwise demonstrate active environmental management. Luxury hotels are not permitted.
- After returning home, draw up your expenses report as soon as possible in KTH-RES. Expenses reports more than one year old lapse as not approved.