

**GUIDELINE****Valid from**  
2018-01-23**Reference number**  
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President**Changed from**  
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Human Resources

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish original will prevail.

## **Guidelines for Meetings and Travel**

This governance document has been adopted by the President (ref. no. V-2018-0028) and is valid from 23 January 2018. The document was revised on 1 April 2023 (ref. no. V-2023-0236). This governance document regulates meetings and foreign and domestic travel undertaken by employees of KTH Royal Institute of Technology and non-employees working on behalf of KTH. Human Resources is the owner of this document and is responsible for oversight and answering any questions regarding the document.

### **Necessity of travel**

The necessity of travel must always be evaluated. As far as possible, travel should be replaced by travel-free alternatives such as online, video or telephone conferences, for both simpler and more complicated meetings. Further information about video conferencing etc. is available on the KTH Intranet.

### **Decision (travel order)**

Business travel (both domestic and foreign) must always have authorization in the form of a travel order issued by the immediate manager. No travel orders are required for travel between the different KTH campuses nor for journeys of up to 100 kilometers from one of KTH's campuses. Travel orders provide documentation that the trip has been authorized and that insurance and travel benefits apply.

### **Responsibility**

Both the individual travelling and their immediate manager are responsible for ensuring that business travel complies with applicable governance documents and framework agreements. Each individual is responsible for ensuring that the planning and implementation of their business travel complies with applicable governance documents. Consequently, the environmental impact and cost of travel must be minimized and the trip planned to minimize the amount of time spent travelling while ensuring comfort and safety. If the trip cannot be completed as planned, your immediate manager must be informed and modified travel plans approved. It is the responsibility of the immediate manager to actively ensure compliance with the *Guidelines for Meetings and Travel*.

### **Travel booking**

All travel arrangements and hotel bookings must always be arranged through a travel agency with which KTH has a framework agreement. The agreements signed by KTH, as well as other central framework agreements that apply to KTH, with travel agencies, transport companies, hotels, etc. must always be applied. Primarily, central framework agreements must be used. Domestic taxi trips are ordered directly through a supplier with which there is a framework agreement. As a general rule, only trips and hotels booked through a contracted travel agency are reimbursed by KTH. In the event that the necessary travel or

accommodation cannot be provided by a travel agency or other supplier with which KTH has a framework agreement, this requirement may be disregarded. The reason for using other suppliers must then be stated as early as possible in the process. If possible, any deviation from these guidelines must be stated in advance in the travel order and always afterwards in the travel expenses form. Booking of domestic trains, flights (simple trips, "point-to-point"), hotel and car hire are made primarily through the travel agency's self-reservation system. This self-reservation system is only available to employees with a traveller profile and a travel purchaser profile. Online bookings are made through the KTH travel management system. Otherwise, reservations are made through personal service at a contracted travel agency.

## **Environmentally friendly meetings**

Pursuant to Section 5 of Chapter 1 of the Swedish Higher Education Act (SFS 1992:1434), In the course of their operations, higher education institutions shall promote sustainable development to assure for present and future generations a sound and healthy environment, economic and social welfare, and justice.

KTH is a signatory to the Climate Framework for Higher Education Institutions (V-2019-0572) and to the 2030 Climate Neutrality Commitment City of Stockholm (KTH-RPROJ-0275215) and as thus committed to implementing measures to contribute to both national and international commitments to limit the global temperature increase to 1.5°C above pre-industrial levels. Through its university-wide sustainability objectives for the period 2021–2025 and climate objectives for the period 2021–2045 (V-2021-0087), KTH has also undertaken to reduce its climate impact.

Meetings must be planned and implemented to minimise environmental and climate impact. Environmental considerations must be weighed up in all decisions, including the choice of transport and accommodation.

Travel-free meetings must always be considered. This also applies when an assignment is paid for or arranged by an external partner. For journeys with good rail connections, trains must be first choice. For trips under 500 km – for example, Stockholm-Gothenburg – train travel must always be chosen. Flights under 500 km are not permitted unless there are special reasons to the contrary (special reasons may include the time taken to complete a journey with poor or no train connections, such as Stockholm-Helsinki) and must be approved separately. As far as possible, employees must avoid booking flights with stopovers. All airline tickets must be economy class in order to reduce climate impact.

Local travel must primarily be undertaken on public transport. Taxis and car rentals must be used sparingly and if they are unavoidable, environmentally friendly vehicles must be selected, with carpooling whenever possible. As a general rule, business travel in private vehicles is to be avoided.

The planning of meetings and conferences must give due consideration to participants travelling by train or other public transport. Hotels that are eco-labelled, environmentally certified or otherwise demonstrate active environmental management must be selected wherever possible, as long as doing so does not contravene applicable guidelines and regulations.

## **Safe travel**

Travel must always be undertaken in the safest possible manner with regard to both KTH employees and fellow travellers.

Travel and hotels must always be ordered through a travel agency covered by a framework agreement, among other things so that KTH can quickly obtain an overview of where employees are located. Travellers must enjoy a safe and secure work environment while travelling. Travellers must always check and follow the advice issued by the Swedish Ministry for Foreign Affairs. Always inform your immediate manager and family about your itinerary and how you are travelling. Always report changes to your itinerary. When choosing a hotel, security risks must be assessed both in terms of mental and physical health risks. In many countries, it is safest not to drive oneself due to risk zones, local traffic conditions and regulations, etc. Use public transport if it is safe taking into account local conditions. If security risks are identified, travelling and staying in large groups must be avoided, particularly with regard to staff from the same organisational unit or senior management.

### **Cost-effective travel**

Business travel must be planned in good time and implemented in a manner that promotes efficient working. Travel must be at the lowest possible total cost, taking into account the traveller's situation and needs without departing from other requirements, for example environmental considerations, health and safety and framework agreements with travel agencies. Travel is to be undertaken using good judgment and by calculating the total cost of travel in all its parts including transportation, accommodation, per diems, working hours and travel time. Also include transportation to and from the airport as well as time for check-in, etc. in the total cost of the trip. When choosing between rail and air, consideration should also be given to work efficiency during the train journey. Discounts and other fringe benefits that may accrue due to business travel are the property of KTH and may only be used for other business travel not for personal use (see Section 2 of the local agreement on fringe benefits and business travel at KTH).

### **Travel to and from work**

Travelling to and from work is not covered by this governance document unless the journey is part of a business trip. Employees are, however, encouraged to travel to and from work in an environmentally friendly, health-promoting manner. All employees have the opportunity to obtain an SL annual season ticket for travel on public transport in Stockholm County and pay via monthly salary deductions.

### **Fringe benefits**

Any fringe benefits that a supplier may offer in conjunction with business travel – for example, free tickets, free overnight accommodation, discounts and equivalent benefits – may only be used for business trips and not for personal use (see Section 2 of the local agreement on fringe benefits and business travel at KTH). Opportunities to earn bonus points must not determine the choice of supplier.

### **Train travel**

Second-class tickets at the lowest available price should usually be selected, assuming that this is the cheapest option. However, first-class tickets may be purchased if it is necessary, for example, to work during the journey. In the case of overnight train journeys, single sleeping compartments may be purchased.

## **Air travel**

As far as possible, flights that include stopovers must be avoided. Tickets should normally be booked in economy class and at the lowest available price unless special reasons exist to the contrary. Special reasons for choosing a more expensive ticket include health reasons, that peace and quiet is required to work during long journeys or that it is particularly important to arrive well-rested.

Before booking a more expensive option, the deviation from these guidelines must be justified by the traveller and approved by their immediate manager. The reason must always be stated on the travel expenses form.

## **Boat travel**

If boat travel requires overnight accommodation, standard single cabins with portholes are to be selected.

## **Transfers to/from airport**

For daytime travel, an airport bus or train service should be used. Use public transport if it is safe given local conditions. If it is necessary to take a taxi, select an environmentally friendly model and share the taxi if possible.

## **Car travel**

For environmental and safety reasons, travel by private vehicle should be avoided. Using your own vehicle for a business trip requires the approval of your immediate manager. Special reasons for using a private vehicle may be that heavy equipment must be transported on behalf of KTH, carpooling or that there will be a significant saving in time. Taxis and rental cars must be used sparingly and when ordering, environmentally friendly vehicles are to be chosen. Share taxis whenever possible.

## **Taxi travel**

Taxis must be used sparingly. If a taxi is essential, environmentally friendly vehicles are to be chosen. Share taxis whenever possible.

## **Hotels**

Single economy or standard rooms will normally always be selected. If other options are used, such a departure from guidelines must be justified by the traveller before booking and approved by the immediate manager. Underlying reasons must always be stated in travel expenses forms. No luxury hotels are allowed except in countries where the security situation requires it.

## **Travel expenses form**

After returning from a business trip or conference etc. a travel expenses form must be completed as soon as possible in the KTH travel management system. Travel expenses must be submitted within one year of travel. Travel expenses submitted later than one year after the date of the trip are deemed to have expired and will not be approved.

## Expenses

Expenses in this context are equal to an expense incurred during travel. The cost must be verified with the original receipt. The right to reimbursement of expenses expires if the employee does not request reimbursement from the employer within one year from the date of payment.

***The following costs or expenses will not be granted reimbursement in connection with business travel due to the fact that these costs can be invoiced to KTH via a contracted travel agency or other agreement/framework agreement via a Diner's invoice issued to the KTH financial administration system.***

### ***Transport:***

Flights. Domestic train journeys. Foreign train journeys where it is possible to book via a contracted travel agency.

Domestic taxi travel. In cases where the planned travel is cancelled e.g. delays or changes to travel plans or programmes, expenses may be granted for payment of domestic taxi travel, the reason for the resulting departure from the travel plan must be stated in the travel expenses form.

### ***Accommodation/hotel:***

Hotels in the Nordic countries. Hotels in foreign destinations (outside the Nordic countries) where it is possible to book through a contracted travel agency with prepayment.

The immediate manager may decide to depart from these guidelines and grant reimbursement for costs as concerns travel cancelled due to sudden unforeseen events such as bankruptcy, strike, natural disasters or similar.

***The following costs or expenses may be reimbursed in connection with travel due to the fact that they cannot be invoiced directly to KTH.***

### ***Transport:***

Foreign train journeys. Foreign taxi travel as well as domestic and international bus or train transfers (Arlanda Express/airport transfer). Domestic and foreign public transport such as commuter trains, buses, subway or trams where it is not possible to book through a contracted travel agency.

### ***Accommodation/hotels:***

Hotels in foreign destinations (outside the Nordic countries) that are booked through a contracted travel agency but where there is no possible prepayment, or where it is not possible to book through a contracted travel agency. Domestic and foreign hotels, when a KTH representative is receiving a delegation or a group or when KTH travellers are part of a delegation or group and accommodation is determined by the organiser. On a course or conference trip where accommodation is included (preferential conference package with code) and a contracted travel agency cannot book separate hotel rooms with the same preferential rate accorded to the conference hotel package. Campus or residential and other accommodation forms which are not possible to book by a contracted travel agency.

## **Season ticket**

For those who travel often, discounted forms of travel such as season tickets should be considered.

Decisions on this are made in accordance with the current delegation rules at KTH.

## **Company-procured private credit card (FUP)**

Employees who travel on business or who have regular business-related expenses incurred by the employer (e.g. conference fees, representation, accommodation, rental car) should use a company-procured private credit card (FUP) with personal liability. The invoice from the card issuer is always sent to the cardholder's residential address for payment by the cardholder. The main purpose of using FUP is to reduce the need for cash advances and to facilitate convenient payment when travelling on business.

The cardholder must cancel the card by the end of the employment at KTH, or when on long-term sick leave or leave of absence.

## **Travel advances**

Travel advances are only paid to KTH employees and then only under exceptional circumstances, for example when traveling to destinations where debit cards cannot be used or when a trip extends over a long period of time. The maximum travel advance is calculated based on the estimated tax-free subsistence allowance plus hotel costs. The minimum travel advance is SEK 1,000. Travel advances may be paid out no earlier than one month before departure unless circumstances demand otherwise. Travel advances that have not been settled by submitting a travel expense form within three months of returning from a trip will be deducted from the following month's salary. If this is not possible, the traveler will be invoiced for repayment.

## **Insurance**

Everyone employed by or working on behalf of a state authority, when traveling, is covered by the Swedish state business travel insurance via the Legal, Financial and Administrative Services Agency (Kammarkollegiet).

## **Insurance when stationed abroad (URA)**

The employer of anyone employed by a state authority with an Agreement on Overseas Contracts and Guidelines for Employment Conditions for Service Abroad (URA) must arrange a URA insurance policy for the employee.

## **External financiers**

Check any specific requirements that external financiers of research projects may impose on how funds are to be used. These requirements may be applied if permitted by relevant framework agreements.