



## Guidelines for meetings and travel

These guidelines for meetings and travel cover all travel, domestic and foreign, undertaken by employees and non-employees on behalf of KTH.

### 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. Read more about video conferences and so on at KTH Intranet.

### Decision (travel order)

Business travel (both domestic and foreign) must always be a result of a travel order issued by the relevant head of school/head of administration. Heads of schools/heads of administration may delegate this right of decision. No travel orders are required for travel between the different KTH campuses and business travel up to 10 miles (from different KTH campuses). Travel orders form the documentation that proves the trip is ordered and that insurance and travel benefits apply.

### Responsibility

Both the head of school/head of administration and the individual travelling are responsible for ensuring that their business travel is in compliance with current guidelines, rules and framework agreements. Each individual is responsible for ensuring that the planning and implementation of their business travel is in compliance with current guidelines. Consequently, environmental impact and costs must be minimized and the trip be carried out with reasonable time utilization while ensuring comfort and safety. Business travel is to be scheduled in good time and approved by the relevant head of school/head of administration. If the trip cannot be completed as planned, the head of school/head of administration must be informed and approve any modified travel plans. It is the responsibility of the head of school/head of administration to actively ensure that guidelines for meetings and travel are complied with.

### Travel booking

KTH travel and hotels must always be ordered through a contracted travel agency. The agreements signed by KTH as well as other government framework agreements that apply to KTH as regards travel agencies, transport companies, hotels, etc. must always be applied. Primarily, state framework agreements must be used. Domestic taxi trips are ordered directly through a supplier with which there is a framework agreement. The primary rule is that only trips and hotels booked through a contracted travel agency are reimbursed by KTH. In cases where requested travel/accommodation cannot be delivered by a contracted travel agency or other agreement partner, the framework agreement may be disregarded. The reason for using other suppliers must then be stated as early as possible in the process. If possible, departure from guidelines must be stated in advance in the travel order and always afterwards in the travel claims 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 available to employees with a traveller profile and a travel purchaser profile only. Booking online is through the KTH travel management system. Otherwise, reservations are made through personal service at a contracted travel agency.

## **Environmentally-friendly travel**

Business travel plans must be planned and implemented to minimise environmental impact. Environmental aspect must be weighed into all decisions, such as in the choice of transport and accommodation.

Travel-free meetings must always be considered. For journeys with good rail connections, trains must be first choice. For trips under 500 km, trains are always selected, for example Stockholm-Gothenburg. Flights under 500 km require special reasons (special reasons may include time on trips with poor or no train connections e.g. Stockholm-Helsinki) and must be specially approved. Local travel must primarily be undertaken on public transport. Taxis and car rentals must be used sparingly and when ordering, environmentally-friendly vehicles must be selected, carpooling is to be applied whenever possible. When planning meetings and conferences, meeting times are to be planned with regard to participants travelling by train or public transport. Hotels that are eco-labelled, environmentally certified or otherwise demonstrate active environmental values must be selected wherever possible as long as they do not violate current guidelines and regulations.

## **Safe travel**

Travel method must always be as safe as possible as concerns both KTH travellers and any other travellers.

KTH travel and hotels must always be ordered through a contracted travel agency so that KTH can access a rapid overview of where employees are. Travellers must enjoy safe and secure working environments during their trips. Travellers must always check and follow Swedish Ministry for Foreign Affairs recommendations. 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 around independently due to risk zones, traffic situation, local regulations etc. Take advantage of public transport if it is safe given local conditions. If there are security risks, travel and accommodation in larger groups and at the same time for staff from the same institution or department, or for groups of senior management, must be avoided.

## **Cost-effective travel**

Business travel must be planned in good time and implemented in a manner that promotes work efficiency. 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, safety and framework agreements with travel agencies.

Business travel must be planned in good time, coordinated and implemented at the lowest possible total cost without disregarding other requirements e.g. environmental considerations, safety and 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. Personal bonuses and benefits may be utilised during business travel (see 2 § lokalt avtal vid KTH om lönetillägg vid tjänsteresor).

## **Travel to and from work**

Employee travel to and from work is not covered by these guidelines, unless the journey is part of a business trip. However, employees are encouraged to travel to and from work in an environmentally-friendly, health-promoting manner. All employees have the opportunity to buy the Stockholm public transport (SL) annual season ticket and pay via monthly salary deductions.

## **Bonuses and benefits**

Personlig bonus och förmåner som en reseleverantör erbjuder vid tjänsteresa till exempel fribiljetter, frinätter, rabatter och liknande från hotellkedjor och motsvarande får endast utnyttjas vid resor i tjänsten och får inte användas privat (se 2 § lokalt avtal vid KTH om lönetillägg vid tjänsteresor). Möjligheten att tjäna in bonuspoäng får inte styra valet av reseleverantör.

Personal bonuses and benefits offered by suppliers for business travel such as free tickets, discounts, free nights and similar from hotel chains and the equivalent may only be used for business travel and may not be used privately (see 2 § lokalt avtal vid KTH om lönetillägg vid tjänsteresor). The opportunity to earn bonus points may not determine the choice of travel provider.

## **Train travel**

Second-class tickets are normally to be selected and at the lowest available price, 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 night train journeys, single sleeping compartments may be purchased.

## **Air travel**

Air travel should normally be booked in economy class and at the lowest available price. Special justification for choosing more expensive options include health reasons, that work comfort is required for a longer journey or it is necessary to rest. If more expensive options are to be selected, this departure from guidelines must be discussed by the traveller with his/her immediate manager before booking and reasons must always be stated in the travel claims form.

## **Boat travel**

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

## **Transfers to/from airport**

For daytime travel, primarily airbus or airport train must be used. Take advantage of public transport if it is safe given local conditions. If taxis must be used, environmental taxis are to be selected if available and taxis shared whenever possible.

## **Car travel**

For environmental and safety reasons, travel by private car should be avoided. Using your own car for a business trip requires the approval of the relevant manager. Special reasons for using your own car include carrying heavy equipment on behalf of KTH, car-pooling and/or time saving. Taxis and rental cars must be used sparingly and when ordering, environmentally-friendly vehicles are to be chosen, taxi sharing whenever possible.

## Taxi travel

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

## Hotels

Single room 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 claims forms. No luxury hotels are allowed except in countries where the security situation requires it.

## Travel claims form

After returning from a business trip/conference etc. a travel claims form must be established as soon as possible in the KTH travel management system. The travel claim must be submitted within a period of one year. Travel claims that arrive 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/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/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 claims 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 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/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/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/residential and other accommodation forms which are not possible to book by a contracted travel agency.

## **Season ticket**

For those who travel often, discount forms such as season tickets and similar should be considered. The relevant head of school/manager makes the determination. This decision may not be delegated.

## **Debit cards (business procured personal 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 business procured personal card (FUP) with personal liability. The invoice from the card issuer is always sent to the cardholder's residential address and will be paid by the holder. The main purpose of using the FUP is to reduce the need for cash travel advance payments and to enabling convenient payments in connection with business trips.

The cardholder must terminate the card by the end of the employment termination period, on long-term sick leave or leave of absence.

## **Travel advances**

Travel advances are paid only in exceptional cases to KTH-employee, for example when traveling to destinations where debit cards cannot be used or when a trip extends over a long period of time. Travel advance amounts consist of estimated tax-free allowances plus hotel costs that cannot be invoiced and must be worth at least SEK 1 000. Travel advances may be paid out no earlier than one month before departure. Travel advances that are not settled in travel claims forms no later than three months after the date of return will be deducted from the following salary. If this is not possible, the traveler will be billed for payment.

## **Insurance**

All employees are insured through business travel insurance provided via the Swedish Legal, Financial and Administrative Services Agency.

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

URA insurance is for expatriate staff.

## **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.