



# UNIVERSITY OF GOTHENBURG

## Guidelines

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## The University of Gothenburg's Meeting and Travel Policy

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In the event of problems of interpretation or differences between the Swedish and English text, the Swedish text which constitutes the basis of the information, shall always take precedence.

**Summary**                      The University of Gothenburg's Meeting and Travel Policy takes alternative meeting forms into account to a greater extent than the previous Travel Policy. The policy has been formulated around four objectives.



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## The University of Gothenburg's Meeting and Travel Policy

### Scope

The Meeting and Travel Policy covers business travel. The policy applies to all employees at all of the University of Gothenburg's operations, and to non-employed persons whose research funding is administered by the University of Gothenburg and with whom agreements have been drawn up on carrying out operations at the university.

### Goals

This Meeting and Travel Policy aims to achieve the following long-term goals for travel:

- **Travel when it is needed:** Travel shall be replaced as far as possible by video, telephone and web conferences.
- **Environmentally-friendly travel:** Business travel shall be planned and carried out in such a way as to reduce environmental impact.
- **A safe working environment:** Business travel shall be carried out with the highest possible degree of road safety. Consideration shall be paid to travellers and other road users.
- **Cost-effective travel:** Business travel shall be as cost-effective as possible, bearing in mind employees' individual circumstances and needs, as well as the optimisation of work effectiveness.

### Responsibility

All those at the University of Gothenburg who are affected by this policy have a responsibility to plan their travel in accordance with the objectives of the Meeting and Travel Policy, legislation and internal instructions (agreements and travel provisions) with respect to safe, environmentally friendly and cost-effective travel. The traveller and the Head of Department or equivalent must ensure that the Meeting and Travel Policy is complied with. The responsibility for planning and assessing lies with both the manager and the employee concerned. If bonuses and benefits offered by the travel provider are the property of the University of Gothenburg and not the individual.

### Each Head of Department (or equivalent) is responsible for:

1. ensuring that staff are aware of the contents of this policy and its application
2. ensuring that staff are aware of what safe, environmentally friendly driving implies, as described in the document Rules for applying the University of Gothenburg's Meeting and Travel Policy
3. deciding on and regularly monitoring employees' business travel, using measureable goals.

The Environmental Unit is responsible for coordinating and evaluating the work relating to the Meeting and Travel Policy, together with the Travel Group.

**Appendix:** Rules for applying the University of Gothenburg's Meeting and Travel Policy