

## **Regulation on Travel**

*Adopted by the Director on 4<sup>th</sup> March 2019*

### **1. Purpose**

The purpose of this regulation is to ensure that any person travelling on RWI business does so in a legitimate, cost efficient, environmentally responsible and safe manner. The aim is to contribute to purposeful and sustainable travel, i.e. travel where associated harmful environmental, social and economic impact is minimised, without negatively affecting the ability of RWI to deliver its mandate.

### **2. Scope**

This regulation applies to all travellers whose expenses are being paid by RWI or who otherwise travel on RWI business. In this respect, this regulation is applicable in relation to all domestic and international travel and directly related expenses. This regulation covers travel in the form of transportation and accommodation.

This regulation does not, unless otherwise agreed, apply to travellers whose expenses are being paid by another organisation.

This regulation shall guide the further development of procedures and practices for travelling on RWI business.

### **3. Terms and Definitions**

<i>Business locality</i>	The area within a 50 kilometre radius of a person's place of employment or place of residence, depending on where the travel begins.
<i>Business travel</i>	Travel which a person is required to undertake in order to carry out work or an assignment (performance of duty) at a location other than their normal place of employment. In this regulation, this is also referred to as "travel on RWI business".
<i>Per diem</i>	Allowance designed to cover increased costs of living (for meals, private telephone calls, laundry, refreshments, newspapers, and gratuities / tips) due to business travel.
<i>Place of employment</i>	The place where a person performs the majority of her / his work.

<i>Start and end of travel</i>	Travel starts when the traveller leaves the place of employment or residence, and ends when the traveller returns to the place of employment or residence.
<i>Travel time</i>	The time between the start and end of travel.

## 4. Principles

All travel undertaken within the scope of this regulation is to be guided by the following principles:

- *Health and Safety*: The health and safety of the traveller is a primary concern. All travel shall therefore be arranged so as to optimise the safety of the traveller. Established means of travel that carry a minimum level of risk in this respect shall always be used, including with reference to the EU Air Safety List. Travel shall not be required to locations which are likely to endanger the safety or well-being of the traveller. RWI recognises the impact travel can have on staff members and their families and strives to ensure an appropriate work-social life balance for each individual.
- *Appropriateness*: For all travel, the most appropriate means shall be chosen taking into account, *inter alia*, the principles herein, but also convenience, route and flexibility. Travelling should therefore be carefully planned in advance, with necessary assistance of, as applicable, the traveller's closest manager or designated contact person at RWI. It should always be ascertained that the person/s travelling is the most appropriate to undertake the specific travel.
- *Environmental Responsibility*: Travellers should seek to limit the amount of travel they undertake, and travel only when necessary and in ways that minimise the overall environmental footprint of RWI's activities. Alternatives to travel, such as using video or telephone conferencing, combining trips and meetings, and reducing, when possible, the overall number of attendees at any one meeting or event shall always be considered in this respect.
- *Legitimacy*: Travel is only to be undertaken for legitimate and approved RWI business purposes.
- *Cost Efficiency*: Travel should not be undertaken if the same results could be achieved through other less costly means. Any travel shall be planned so as to avoid unnecessary and additional costs, including in relation to the length of stay, the means of travel and travel related expenses.

## 5. Regulation Statement

### 5.1. General

All travel shall be planned and undertaken with the above principles in mind. This implies that travel shall always be planned and undertaken to secure the best value for money, i.e. using the most appropriate means of travel in an environmental responsible way, at the lowest possible cost, while ensuring the health and safety of the traveller. When available, public transportation is in this respect the preferred means of transportation.

All travel on RWI business requires prior approval. Authority to approve travel follows from the RWI Scheme of Delegation.

The booking and purchase of travel products and services are subject to RWI's Procurement Policy, unless otherwise agreed.

RWI staff may only use points earned while travelling on RWI business for future RWI business travel, and not for private purposes. Whenever possible, points earned in such way shall also actually be used for future RWI business travel.

If a traveller, in connection with travelling on RWI business, wishes to take vacation either before or after the business travel or in any other way undertake travel of personal character, this must be approved by, as applicable, the traveller's closest manager or designated contact person at RWI. In such cases of travel with combined purposes, the cost of the trip must be split appropriately between business and personal expenses, and only business expenses will be reimbursed by RWI. If the primary purpose of such combined travel is business, the incremental cost of any personal travel must be borne by the traveller. If the primary purpose is personal travel and the traveller chooses to add a work-related visit, the reimbursable costs are the incremental expenses of the business travel. The incremental cost shall be evidenced by submitting quotations with and without the personal travel.

If a traveller, travelling on RWI business, is joined on the travel by a person/s (co-traveller/s) not taking part in the business travel then the co-traveller/s shall pay for all her / his / their expenses in connection with the travel. In such case, the co-traveller/s shall also, if sharing accommodation with the business traveller, pay 25 % of the cost of accommodation. The closest manager or designated contact person at RWI shall be informed of any such planned co-travel arrangement well in advance of the travel.

In case of RWI staff, the part of the travel time which is spent on the journey between the place of employment, or residence, and the destination of business travel is considered as RWI working time. Time spent at the destination of business travel is considered as working time to the same extent that such time would be considered as working time at the place of employment. This applies to travel during working days as well as any other day. Business trips shall be planned so that the working time, when possible, does not exceed 13 hours per day.

RWI staff members required to travel by air for more than nine (9) continuous hours, including stop-overs, are entitled to rest periods. They may then either break their journey with a rest stop or they may take a rest period upon reaching their destination. When planned air travel raises the issue of such recuperation, the staff member shall, in connection with the submission of a request for travel authorisation, draw the closest manager's attention to the matter and the closest manager shall initiate a discussion how the rest period best can be realised, including in order to seek to ensure an uninterrupted rest period of at least 11 hours.

Travellers should not gain or lose financially when required to travel on RWI business. This means that travellers may seek reimbursement of travel-related expenses. Eligible travel costs are reimbursed on the basis of actual costs incurred, whereas the cost of meals and ancillary costs are reimbursed on the basis of a per diem. Expenses shall always be justifiable, reasonable and verifiable. Travellers are accordingly not expected to cover any costs from personal resources. RWI seeks to ensure that travellers have access to cash advances or are, as appropriate, issued with a RWI credit card, in order to limit the use of personal resources.

Travellers must obtain and be able to provide receipts or other relevant supporting documentation, including, when possible, boarding passes for air travel, for all expenditure incurred. Credit card slips and other receipts that do not give details of purchases are not

considered to be an adequate means of justifying expenses. Where it is impossible to obtain receipts, especially for small amounts of expenditure, the traveller should state this when claiming reimbursement, provide a brief description and certify that the amount claimed is legitimate and obtain written approval from, as applicable, the traveller's closest manager or designated contact person at RWI.

## **5.2. Transportation**

For air, train, boat and other relevant means of transportation, all travel shall be in economy class or the equivalent, unless otherwise provided for herein. The RWI Director may only in exceptional cases otherwise authorise travel in another class.

For travel with train, boat or other public transportation means, travel in first class or equivalent is permitted if the duration of travel between the place of employment / home and destination of business travel exceeds three hours.

Travel with train is, when available, preferred over air travel when the distance between the place of employment / residence and destination of business travel is less than 500 km.

Where the travel time is more than six hours and between 10 p.m. and 7 a.m., a single-berth sleeper, when available, may be used for travel with train and boat, or other relevant means.

### *Taxi*

If public transportation is not available, unsafe, or results in highly inefficient use of working time, transportation with regular taxi is permitted, and costs incurred for reasonable fares in this respect will be reimbursed.

### *Rental car*

Using a rental car as means of transportation during travel on RWI business is permitted only if it is not feasible in practice to use local public transportation or taxi at the location visited. Such use must be approved by, as applicable, the traveller's closest manager or designated contact person at RWI.

When renting a car, an environmentally-friendly, safe and cost efficient alternative shall, if possible, be chosen. The car must also be equipped with a traction-control system and collision protection, and the rental contract must include a fully comprehensive insurance for the driver of the car. RWI also covers costs for car insurance and third party drivers, where applicable. Cars should only be rented for the duration of the travel on RWI business. Car rental is limited to small or medium sized cars.

### *Private car*

Use of private car is allowed if the use of local public transportation is not practical (e.g. due to the need to transport heavy or bulky luggage on RWI's behalf or that several passengers (engaged in business) are travelling in the car) for the trip and/or at the location, and the use of taxi would not be cost efficient. Reimbursement is calculated on the basis of kilometers travelled using the most practical direct route.

Given the difference in conditions in this respect at different locations, a rate per kilometer is established by each RWI office. The rate, which is to be reviewed and updated periodically, depends on local costs (fuel, insurance, maintenance, depreciation etc.). In Sweden, the rate is determined annually with reference to the standards set by the Swedish Tax Agency.

If travel is conducted using private car despite the fact that it is not considered to be the most appropriate mode of transport available, reimbursement equivalent to the cheapest mode of transport is payable.

### 5.3. Accommodation

Travellers are reimbursed for the actual cost of accommodation. Single-room accommodation at reasonable priced, mid-range hotels, in a safe location, typically used by business travellers shall, where possible, be used by a person travelling on RWI business. Hotels that are environmentally certified or that can otherwise demonstrate environmental and/or social responsibility shall be chosen when possible, provided that this does not conflict with the standards mentioned above.

When using private accommodation, the traveller is provided an overnight accommodation allowance, in accordance with the Swedish Tax Agency's regulations.

### 5.4. Per Diem

Per Diem can only be claimed for travel outside the business locality.

Unless otherwise expressly stated herein, the per diem rates used by RWI are based on the rates per country set annually by the Swedish Tax Agency. For travel that exceeds three months in duration, deductions from the otherwise applicable per diem are made in accordance with Swedish Tax Agency regulations.

For travellers whose place of employment is in a country other than Sweden, the per diem for travel in-country is 50 per cent of the rate for the country set by the Swedish Tax Agency, or, for non-RWI staff travelling, in accordance with a rate deemed more reasonable, on the basis of standards otherwise used, in the specific context, as determined and documented by the RWI Director of Office in the country / region.

For persons undertaking travel to Sweden, but whose place of employment is outside Sweden, the allowance paid is set with reference to the per diem rate for Sweden applicable to RWI travellers whose place of employment is in Sweden. The rate for such RWI travellers with place of employment in Sweden constitutes 75% of the allowance paid in this case. For RWI staff and other persons performing work in Sweden, the allowance is subject to tax.

50 % of the per diem can be claimed for the day of departure if the traveller leaves the home / place of employment at 12:00 hrs or later, and for the day of return if arriving at the home / place of employment before 19:00 hrs.

If complementary meals (excluding meals provided during flights) are provided, by RWI or any other party, the per diem is reduced as follows for travel in-country:

- 20 % if breakfast is provided
- 35 % if lunch is provided
- 35 % if dinner is provided
- 90 % if all meals are provided.

If complementary meals (excluding meals provided during flights) are provided, by RWI or any other party, the per diem is reduced as follows for travel in / to another country than the country where the traveller's place of employment is located:

- 15 % if breakfast is provided
- 35 % if lunch is provided
- 35 % if dinner is provided
- 85 % if all meals are provided.

Per diem deductions must be made in all situations where meals have been paid for or provided by others. For RWI staff members paying taxes in Sweden, free meals (except for meals provided during flights, breakfasts provided at hotels, and hospitality meals) are also considered as a fringe benefit and subject to taxation in this respect.

RWI never pays any extra allowances, in addition to what is stated herein or what applies in terms of direct compensation, as per contracts signed, for work carried out, such as sitting allowances, or equivalent, for mere participation in workshops or other activities.

## **5.5. Other expenses**

The following other expenses are reimbursed, provided they are supported by necessary documentation and have been necessary to undertake travel on RWI business:

- *Bank charges* – Travellers using their personal credit card or bank card are reimbursed any charges directly related to the payment of work-related expenses or to the withdrawal of cash to settle such expenses. It is to be noted that use of personal credit card or bank card to settle work-related expenses should only occur in exceptional cases.
- *Costs for vaccinations and medicine*
- *Costs for visas and similar permits*
- *Costs for passport renewal* – Under certain circumstances, such as the need for two passports for political or practical reasons directly related to travel on RWI business, or when a passport has been filled with visas related to such travel before the actual expiry date, costs for passport renewal are reimbursed for RWI staff.
- *Excess baggage costs* – Costs for excess baggage are reimbursed when the luggage is necessary for work purposes and alternative means of transporting the goods would not be feasible or cost efficient. Travellers shall endeavour to send items by mail or courier ahead of events or meetings or source items locally where practical and economical.
- *Costs for parking, including airport parking.*

The above list is not exhaustive and travellers seeking reimbursement of other expenses shall contact their closest manager or designated contact person at RWI.

Possible fines, for speeding, wrong parking and similar offences, are not reimbursed by RWI.

## **5.6. Insurance**

All persons travelling on RWI business shall maintain adequate insurances. All RWI staff members are entitled to an appropriate business travel insurance, the cost for which RWI covers. It is the responsibility of each RWI staff member to, at their respective office, confirm that they have such insurance coverage and be aware of the conditions thereby applying.

EU/EEA citizens travelling on RWI business to EU/EEA countries must carry their European Health Insurance Card (EHIC). The EHIC entitles the holder to emergency medical care provided by the public healthcare systems of all EU/EEA countries.

## **5.7. Health and Safety**

The RWI Director decides whether or not travel on RWI business to a location is safe, including in terms of health risks. RWI reserves the right to refuse permission to travel to persons who have a medical condition that, according to RWI's assessment, may require medical aid or medical evacuation during travel. Travellers who may require medical aid or medical evacuation during travel due to a pre-existing condition are responsible for

disclosing such condition to their closest manager or designated contact person at RWI prior to departure.

Travellers are required to be familiar with travel advice / information issued by the Swedish Ministry for Foreign Affairs and the UK Foreign and Commonwealth Office, as well as with the International Travel and Health Information from the World Health Organization.

## 6. Forms and Formats

For RWI staff members, forms relating to travel can be found on the RWI intranet in the section "Travel" (see <https://intranet.rwi.lu.se/tools-for-work-2/travels/>).

## 7. Related Documents and Information

The following documents and information related to this regulation are useful for its implementation:

- RWI Procurement Policy
- RWI Regulation on Delegation of Authority
- RWI Regulation on the Use of Alcohol and Drugs at the Workplace
- RWI Anti-Corruption Policy
- RWI Regulation on Gifts and Hospitality
- RWI Financial Handbook
- RWI Staff Handbook, available at < <https://intranet.rwi.lu.se/working-at-rwi/staff-handbook/>>
- RWI Flex Travel Claim Application, available at <<http://flex.rwi.lu.se/FPW/inloggning/inlogn.asp>>
- Swedish Tax Agency, <[www.skatteverket.se](http://www.skatteverket.se)>
- Swedish Ministry for Foreign Affairs Travel Advice (in Swedish), available at: <<https://www.regeringen.se/uds-reseinformation/>>
- UK Foreign and Commonwealth Travel Advice, available at: <[www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)>
- World Health Organization's International Travel and Health Information, available at: <<http://www.who.int/ith/en/>>
- EU Air Safety List, available at: <[https://ec.europa.eu/transport/modes/air/safety/air-ban\\_en](https://ec.europa.eu/transport/modes/air/safety/air-ban_en)>
- RWI intranet section "Travel", available at: <<https://intranet.rwi.lu.se/tools-for-work-2/travels/>>

RWI policies and internal regulations are available on the RWI intranet.

## 8. Document History and Version

Document History and Version Control Table			
Version	Action	Authority	Action Date
1.00	Document revised and adopted	The Director	4 <sup>th</sup> March 2019