

Meeting and Travel Policy for the University of Borås (M18.1)

In accordance with the Ordinance on Environmental Management in Government Agencies (SFS 2009:907), a meeting and travel policy must be established at the university. Such a meeting and travel policy also forms a basis for establishing guidelines for work travel and meetings. This policy has been reviewed by the Committee for Sustainable Development and the Vice-Chancellor's Advisory Council and managers and trade unions have had the opportunity to comment.

The policy is to:

- have a steering function for more cost-effective and environmentally-friendly work travel, and
- create the conditions for a safe and secure working environment for our employees during work travel.

Responsibility

Managers

Each manager is responsible for:

- ensuring that employees are familiar with the content of the policy and associated guidelines;
- ensuring that employees have knowledge of safe and environmentally-friendly travel (information about this will be available on the university's website and updated continuously);
- making decisions about and regularly following up on employees' work travel as well as ensuring that guidelines are followed.

Employees

Each employee is responsible for ensuring that their work travel is done in a cost-effective, environmentally-friendly, and safe manner in accordance with policies and guidelines.

Description

In order to achieve travel behaviour that is cost-effective, safe, and environmentally-friendly, while taking into account the requirements of the university and the conditions and needs of employees, work travel must be planned, approved, booked, and carried out in the following steps:

- The possibility of replacing work travel with video, telephone, and web conferences should always be considered before deciding to conduct work travel. Work hours, cost, and the environment must be taken into account.
- Travel should be planned as well in advance as possible.
- Employees' travel must be approved in advance by their immediate manager.
- Bookings of work travel must follow established guidelines.

This policy and its associated guidelines apply to all work travel paid for by, and done on behalf of, the University of Borås.

Vice-Chancellor's decision 2011-02-02 (Swedish version)

Reg. no. 11-11-91

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