

Draft of Aarhus University's travel policy

1. Introduction

This draft travel policy contains an overview of policies and guidelines for staff on forms of travel, travel booking and expense reporting. It includes both the state's rules and Aarhus University's own rules for travel. Please note that your own faculty/department may operate with more restrictive guidelines, which are not outlined here.

The policy for purchasing travel – and related expenses – applies to all employees at Aarhus University and covers all travel financed by the university's ordinary and external funding.

Aarhus University's travel policy covers transport for work purposes and is based on Aarhus University's [Guidelines for official transport and driving authorisation](#).

1.2 Reducing the university's climate footprint in a global academic world.

There are over 8,000 employees at AU. We are an internationally oriented university with several collaboration interfaces, many networks and thus a lot of travel activity. With the goals for CO₂ reduction in Aarhus University's climate strategy 2020-2025, we have an obligation to bring down our CO₂ emissions. One way to do this is to change our travel habits. Aarhus University's travel policy must support us in changing our habits so that we can travel in a way that is efficient and climate friendly and therefore contribute to reducing CO₂ whilst maintaining a good connection between our professional and home lives.

2. Transport

At Aarhus University, we carry out many different functions. Some of these functions require attending in-person meetings convened by external stakeholders, in many locations, both within Denmark and abroad. Other functions demand that we cultivate and nurture our networks, both within and outside the country's borders. Our travel activity means that air travel constitutes a significant part of Aarhus University's total emission of greenhouse gases. Therefore, all employees have an obligation to examine their own travel habits, to challenge the need for in-person meetings in existing, well-consolidated networks, and to reconsider their mode of transport. This is described in more detail below.

When planning a trip, we always encourage you to consider whether the trip could be replaced by a virtual meeting – or be planned closer to home.

If a trip is necessary, you must choose the most climate-friendly form of transport (e.g. rail travel rather than air travel) as long as the extra costs incurred in terms of time and expense are reasonable¹. When travelling by plane, you must choose direct flights whenever possible, since CO₂ emissions are particularly high when a plane takes off and lands.

¹ According to the Legal Advisor to the Danish Government (*Kammeradvokaten*), trips costing under DKK 2,500 may "reasonably" become up to 50% more expensive in order to take climate considerations into account. For journeys costing up to DKK 10,000, a "reasonable" increase would be closer to 30%.

When participating in conferences or similar events, you should carefully consider how many employees need to attend from the same unit and whether the unit's needs can be met by the participating employees subsequently briefing the rest of the unit on the main points.

Aarhus University encourages you to travel by train instead of flying, if the train journey is under 5 hours each way and if travelling by train does not make your journey disproportionately longer. If the train journey is over 5 hours, you can consider whether it is possible to take the train in connection with either your outbound or return journey.

Managers are allowed to approve first-class train travel, because this can contribute to better working conditions during your journey. You are also welcome to make use of night trains, as these can potentially save a night in a hotel.

If you have invited international visitors and collaboration partners, it is a good idea to investigate whether their visit can take place immediately before or after other academic activities in which they can also participate.

[Read more about CO2 emissions from travel here.](#)

2.2 Travel within Denmark

As a general rule, travel within Denmark should take place by train and/or carpooling whenever possible. In general, air travel should not be used for journeys within Danish borders. Your immediate superior can, however, approve the use of air travel within Denmark. You must obtain approval before you book your flight. If travel within Denmark is part of an international trip, you may use domestic air travel. However, it is a good idea to investigate whether it is possible to take the train for at least one part of your journey.

2.3 Carlson Wagonlit Travel is AU's travel agency

Aarhus University has entered into an agreement with Carlson Wagonlit Travel (CWT) on booking work-related trips. It is therefore compulsory to use CWT if you are booking tickets through a travel agency. In order to be able to compile a valid statement of our CO₂ account for air travel for the entire university, we encourage you to use CWT when booking airline tickets.

2.4 Car rental

If you are unable to complete a work-related journey – or the travel time would be unreasonably long – using available means of transport, the manager responsible for the budget may approve a car rental. You must obtain approval before you rent a car. Whenever possible, please consider carpooling with other members of staff at Aarhus University.

- If the car will be used primarily for private purposes during a work-related trip, the driver must rent the car in their own name and receive a reimbursement for the professional part of the journey afterwards.
- If the car will be used primarily for professional reasons, you can rent a standard car in AU's name.

If the car is rented in AU's name and is used for private purposes during a work-related trip, you must state the number of private kilometres driven in the travel expenses report. These private kilometres must be calculated according to the state's lowest mileage rates and the amount [offset against the cost of the rental car](#).

In connection with car rental abroad, there is often a requirement that basic car insurance must be taken out for the driver of the car. As this is a prerequisite for renting a car, the principle of self-insurance does not apply in this case.

Transport at the final destination (for example, transport between your hotel and your temporary place of work) is often referred to as "local transport". [Local transport expenses](#) are usually covered by an hourly and daily allowance and are therefore usually regarded as private expenses.

If the cost of local transport is significantly higher than the hourly and daily allowance, in exceptional cases, and after advanced approval from the relevant immediate superior, additional costs (which cannot be covered by the hourly and daily allowance) – for example, car rental – may be reimbursed upon presentation of documentation.

The above rules on car rental also apply to stationing, since stationing is defined as a work-related trip of at least 28 days.

Using an AU car

It is possible to use an AU car for work-related travel if your decentralised management team permits this. Whenever possible, please consider carpooling with other members of staff at Aarhus University.

When driving in Denmark, the state's principle on self-insurance applies. When driving abroad, you must always take out temporary insurance.

You may only use an AU car for assignments or journeys connected to your work at Aarhus University. This means that journeys made with an AU car must always begin at an AU location. It also means that AU cars may not be used for purposes than can be described as income-generating or for trips that involve the employee keeping the AU car at their private address before or after using the car for work-related purposes. If this is the case, AU will have to pay the vehicle registration tax and the employee risks having to pay a company car tax.

2.5 Using your own car

The following rules apply when using your own car for work-related travel (please also see [AU's guidelines for official transport and driving authorisation](#))

You may decide whether to use public transport or a private means of transport when travelling in connection with your work. However, Aarhus University encourages you to choose the mode of transport that is most appropriate for the university, taking into account

climate considerations, finance and time efficiency. Whenever possible, please consider carpooling with other members of staff at Aarhus University. If you plan to travel by car, Aarhus University encourages you to use an AU company car whenever this is appropriate.

3. Bonus points

Bonus points and other credits that are earned/activated through customer loyalty schemes in connection with journeys on behalf of or financed by Aarhus University's ordinary or external funds belong to Aarhus University. These credits must always be used as soon as possible in connection with the next AU-related trip.

The management and employees must ensure that they make use of any customer loyalty schemes in a way that always considers the [university's guidelines in the area](#).

4. Travel insurance

Aarhus University employees are insured under the Danish state's agreement with *Europæiske Rejseforsikring*. [Read more about travel insurance here](#).

5. Accommodation

Aarhus University is part of the hotel agreement made by the State and Municipal Procurement Service (SKI), which includes several hotels in Denmark. All Aarhus University employees must therefore make use of hotels within this agreement when they travel for work-related purposes. AU has also entered into an agreement with Zleep Hotel in Billund.

When you need to book one or more nights at a hotel in Denmark, you must do so via AU's [website about hotel agreements](#), so you can ensure the selected hotel is part of the hotel agreement. You must book the cheapest possible hotel in accordance with the current [hotel allowance provision stipulated by the Danish Employee and Competence Agency](#).

As a general rule, hotel accommodation in Denmark is paid for via an e-invoice ("EAN") or via a personally issued AU credit card. If you are paying for a hotel with a personal AU credit card, you must ensure that Aarhus University also features on the invoice/receipt.

Hotel accommodation abroad must be booked directly with the hotel or via CWT, which Aarhus University uses as a travel agency. Accommodation abroad must be paid for with your AU credit card.

If you deviate from AU's travel policy with regard to hotel and price limits, you must explain the reason on your travel expense report. Your immediate superior must approve this reason.

6. Making purchases during your official trip

As a general rule, you must use your AU credit card when making purchases in connection with your trip. (Cf. [policy and rules for the use of credit cards at AU](#)) Expenses are settled in [Rejsud](#). You must upload valid documentation of your expenses.

7. General information for work-related travel

The applicable hourly and daily allowances are stipulated in [the rates for work-related travel as of 1 January 2021](#). Aarhus University's general rules for the payment of [expenses for representation](#) also apply in relation to work-related travel.

7.2 Meals – Work-related trips which last for less than 24 hours

Reasonable, documented expenses can be expected to be covered up to an amount equal to 75% of [the daily allowance](#). Breakfast makes up 15%, lunch 30% and dinner 30% of the daily allowance.

Reasonable, documented expenses for meals (etc.) that exceed the daily allowance can be reimbursed if they can be explained.

7.3 Meals – Work-related trips which last for more than 24 hours

It is recommended that expenses for meals be covered by an hourly and daily allowance. If the employee receives free meals in connection with a work-related trip, the hourly and daily allowance will be reduced. Breakfast makes up 15%, lunch 30% and dinner 30% of the daily allowance.

If requested by the employee, the employee can be reimbursed for breakfast, lunch and dinner – instead of receiving an hourly and daily allowance. Reasonable, documented expenses can be expected to be covered up to an amount equal to 75% of the daily allowance.

7.4 Meals – work-related trips which last more than 28 days

After 28 days of a work-related trip, the [hourly and daily allowance](#) will be reduced by 1/4 in Denmark and by 1/6 in the Faroe Islands. This allowance will not be reduced for work-related trips in Greenland or abroad.

Instead of receiving an hourly and daily allowance, the place of employment and the individual employee may agree that, during stationing, the employee can get reasonable, documented expenses for meals (and similar purchases) reimbursed (cf. section 34, subsection 2 of the circular).

7.5 Gratuities/tips

Aarhus University does not refund gratuities/tips because, in Denmark, these are included in the restaurant and hotel bills.

In countries where it is impossible to opt out of tipping, Aarhus University can, in exceptional circumstances, reimburse gratuities/tips.

8. Rules regarding accompanying guests

In certain cases, the management may grant approval for Aarhus University to reimburse the catering expenses for an accompanying guest, if the guest's participation is required at the arranged events.

In other cases, the traveller must pay all the additional expenses incurred in connection with the accompanying guest.

9. Additional comments

All information concerning suppliers, prices, and discounts and bonuses is confidential and covered by the general duty of confidentiality.
