



Travel policy

Purpose

As an organisation which works internationally, travel is frequently required, both of Barnahus Network staff and of its guests. This policy aims to ensure a safe, sustainable, and effective approach to travel.

Scope

The policy shall apply to the following travellers:

- Network staff: All trips that Staff may make as an employee of the Network. This includes when the costs for the trip are paid by the Barnahus Network or by outside sources.
- Guests of the Network: All trips booked by the Barnahus Network for speakers, participants, and other guests in connection with a meeting, conference, or other event.

Sustainability

We endeavour to only plan and book trips that are strictly necessary to execute the projects, strategy, and work plans of the Network. Direct and environmentally friendly options are encouraged.

As a routine, staff shall carefully consider if an online meeting would suffice before planning travel.

The necessity of the trip will be determined by the line manager.

Authorisation

All staff travel and travel booked for guests requires the authorisation of the line manager before reservations are confirmed.

Travel on the core network budget and any individual travel for staff is approved by the Secretary General or the Deputy Secretary General.

Project funded travel is approved by the project manager and may use a simplified procedure, notably for booking group travel.

Bookings

For efficiency, it is recommended that Network staff book their own travel.

Staff may agree with guests if it would be most effective if the Network makes the bookings or the guest makes the bookings and requests reimbursement after the trip is completed.

Good value for money

Travel is booked well in advance as a matter of routine in order to limit costs.

Staff shall endeavour to travel in the most cost-effective way as possible within reason for the entire trip.

Safety

Staff and guests are **not** expected to risk their safety in order to save money.

- **Prior to booking and/or travel:** Safety concerns about traveling to or through a particular area should be raised with Network staff and/or the host paying for the trip prior to travel, to identify contingency plans or other alternatives.
- **When making or accepting bookings:** Staff and guests shall use good judgement to determine which accommodation, transportation, and other key service providers are safe, relative to where the trip takes place.
- **During any trip:** If during any trip, staff or guests of the Network find themselves in a situation they deem unsafe, they should document the safety concern, and take the necessary steps – within reason – to find a safe alternative.
 - ***During an emergency, always call the local emergency services first.***
 - Barnahus Network staff are available to support during working hours, exceptionally outside of working hours.
 - Contact the travel insurance if relevant.

Wellbeing

Staff and guests are **not** expected to sacrifice their wellbeing to save money, for example, by booking exceptionally long travel itineraries, nor accommodation that is very far away from where the event will take place.

Within reason, we endeavour to limit the impact of travel on their workload, wellbeing, and private life.

Insurance

Staff of the Barnahus Network are covered by employer provided travel insurance.

Guests of the Network are encouraged to verify if their employer provides travel insurance, else if they are covered in any other way, else to obtain travel insurance.

Cancellations

Travellers who are unable to honour a reservation shall be responsible for cancelling the reservation in compliance with the terms and conditions established by the hotel, airline, etc as soon as they know they will not be able to travel.

Charges or lost refunds resulting from failure to cancel reservations shall not be reimbursed unless the traveller can show that such failure was the result of circumstances beyond the traveller's control.

Illness, accident, or death

In case of cancellation or changes due to illness, accident, or death, a written notification must be submitted which includes a medical certificate and the relevant bookings and receipts. The Network will use this documentation to obtain reimbursements for the cancelled trip (e.g. through insurance or other means) and, if required, will keep the records to explain the unused trip to auditors.

Minimising overnight stays

Overnight stays shall be kept to a minimum, relative to the schedule for the event.

Exceptions may apply when an additional hotel night leads to cheaper transportation cost. It is at the discretion of the traveller if they want to stay the extra night. Records of this decision should be kept with the travel approval or project documents.

Transportation

The most economical rate for flights, rail, and bus is usually entitled via direct route, with a checked-in bag included on flights. If the cost of a ticket is unusually expensive for the route, check with the Secretary General or Deputy Secretary General and/or project manager before booking.

When the fare difference between the most economical ticket and a flexible ticket is minimal, the flexible ticket may be selected with the authorisation of the Secretary General or Deputy Secretary General. Contributing factors may include: making the bookings several months before the date of travel; the event schedule is still not 100% confirmed.

Rail

Travel by rail is authorised in first class with appropriate seat/sleeper reservation. If the traveller has selected to go by rail for personal convenience or other reasons, the overall travel expenses must not exceed the airfare. Therefore the maximum entitlement is determined on the basis of airfare, and also on the travel time.

Private automobile

Employees who use their private vehicle for work-related travel do so at their own risk and are solely responsible for maintaining adequate insurance coverage. The Barnabus Network does not accept liability for any damages, losses, or injuries incurred during such travel.

Travel by private automobile is allowed if it is safe and cost effective. Mileage is reimbursable.

Automobile hire

Travel by car hire is subject to prior approval.

Taxi

Taxi rides between airports and other places may be reimbursed in connection with business trips, for example, due to heavy luggage or time constraints.

Travel during off hours

The policy of minimising overnight stays will often mean that travel must take place early in the morning, late at night, or on weekends.

On weekends and holidays, and between 20:00 and 8:00 and on workdays, travellers may take the fastest mode of ground transportation within reason to/from the airport/railway/bus terminal. Rates should not exceed typical taxi costs. Travellers are responsible to verify and document typical rates before commencing travel.

Daily allowance

The Barnahus Network shall follow the Swedish Tax Authority's regulations on daily allowances. The daily allowances are intended to cover extra living costs on business trips.

Daily allowances may exceptionally follow the European Union's per diem policies in cases where, notably for guests of the Network, the Swedish Tax Authorities allowances may cause hardship.

Travel claims

Reimbursements for expenses in connection with business travel are paid out after the trip is completed.

Travelers report their expenses using the Network's travel claim system.

A travel claim accounts for all travel expenses incurred in connection with official travel.

Travel claims are submitted for payment within 30 days of the end of a trip. Travel claims submitted beyond 30 days require approval of the Secretary General, to allow for sound financial management, budget control, and planning.

Travel claims are processed and paid out by Network staff in a timely manner, usually within 30 days of receipt.

Breaks and private deviations

When a traveller makes breaks or other deviations for personal reasons in relation to a business trip, the break must be recorded on the travel claim.

Receipts

Receipts for each cost must be provided.

The receipt may be an original electronic version, or a photograph/scan of a paper receipt.

Receipts for expenses paid using a Network credit card are **not** included on the travel claim.

In case of missing receipts, a statement must be provided:

- Providing any proof you have that the expense was paid;
- Explaining why receipts are missing;
- Certifying that all efforts to obtain a duplicate receipt have been exhausted;
- Certifying you will not seek reimbursement from any other source.

Use of core Network funds

As a matter of principle, the host shall pay the costs when Barnabus Network staff are invited to speak at an event that isn't covered by project funding. This should include at a minimum the transportation and accommodation costs. Core funding can exceptionally cover per diem and local travel, as approved by the Secretary General or Deputy Secretary General. Exceptions may be made at the decision of the Secretary General.

Exceptions

While the rules of the donor paying for the travel may differ from this policy, the Barnabus Network will still apply the safety and wellbeing provisions for its staff and guests.

Cross references

Personnel Handbook:

- **Section 12: Travel and Work-related Expenses:** Directly outlines rules for work-related travel.

