

New guidelines for travelling

The Faculty Management Team of Arts has on June 25, 2015 formulated the following practice in connection with travels:

1. The cheapest solution must always be selected (taking into consideration what is most appropriate in the situation for both university and employee) *

Employees at Arts are no longer obliged to use CWT as a travel agent. You are now welcome to book a trip directly from the Airline Company. If you would like to use a travel agency, you must, however, still contact CWT. Please note that it is not permitted to buy a journey through an Internet service provider. If you for example find a cheap journey through Momondo, you may not buy the ticket through the portal. The inquiry must go directly to the airline company or through CWT. The new guidelines for booking travels apply to both trips funded by ordinary AU funds as well as travels financed by external funding.

2. The School must at all times be informed about its employee's business trips

The School hereby strongly emphasizes the practice for registration of travel activities both in terms of activation of AU's travel insurance and in terms of knowing where you are in the world in case of natural disasters and the like:

Prior to the trip, please contact the Head of School for approval. This is in practice done by sending an e-mail to Camilla Dimke in which you state travel purpose, absence period, and destination. Most of you will experience a prompt reply with approval of your business trip. If there are problems with your destination in relation to the insurance, Camilla will contact you with the conditions for the journey. If your travel is planned to take place during the spring and autumn semesters and thereby demands restructuring of teaching and/or exams, it must be approved in advance by your Head of Department.

Finally, everyone is asked to note full days' absence in their personal Outlook calendars.

3. Bonus points earned in connection with official travels, must be used for business travels

Compliance with the rules on bonus points and the choice of the cheapest travel will take place via random sampling.

The detailed rules and guidelines for booking travels and expense claim form can be found at economy's web site [here](#).

In order to ensure the best choice of the cheapest travel solution a list of average prices for the top 20-destinations can be found [here](#).

If you are uncertain about the guidelines for ordering business travels, please contact your local secretary for assistance.

*It is recommended that employees use their common sense and rely on AU's travel policy which states:

Cheapest mode of travel must be chosen for domestic journeys. Rail is used in preference to flying unless air travel is cheaper or more appropriate in the specific case. However, a domestic flight can always be chosen if it is part of a combined official journey involving air travel to/from abroad.

In the case of travels abroad economy class, economy class + or similar is to be chosen.

If it is decided to use CWT, the travel agency automatically assigns the cheapest solution within the agreements and the University's policy. In the case of deviations an explanation of cause must be given.

The University's travel policy can be found [here](#) (In Danish).