

## **Aarhus University's travel policy**

### **General principles**

Aarhus University's travel policy – and related expenses – applies to all Aarhus University employees and to all travel financed by the university's ordinary or external funding.

The section on air and rail travel is based on Aarhus University's [Guidelines for official transport and driving authorisation](#)

The university's employees and others travelling at the university's expense must always travel as cheaply as possible (still considering what would be the most appropriate solution both for Aarhus University and for the employee in the circumstances). This means that everybody must seek to minimise their travel expenses as much as possible, without hampering the performance of their duties for the university.

Employees responsible for booking travel must have the skills and knowledge needed to undertake this duty. The booking of travel etc. must therefore be undertaken by employees who have the necessary training and knowledge, regardless of whether the bookings are being made by the person travelling or by an employee whose job description involves booking travel for others.

Aarhus University's travel policy must be known to all members of staff who book and/or undertake travel on behalf of the university or at the university's expense.

Only the place of employment, i.e. the management of the local unit, can decide whether a trip is professionally relevant and work-related; also, only the management of the local unit can authorise deviations as described under the individual types of expenses.

All information about supplier relationships, prices and discount and bonus schemes is confidential information and subject to the general duty of confidentiality.

### **Travel agency**

Travellers may decide to use a travel agency as a way of complying with the provisions of the travel policy. Since 1 May 2012, Aarhus University has been covered by an agreement between the Central Procurement Programme and CWT on the supply of travel agency services.

Due to the EU's public procurement rules and the procurement rules of the Danish State, no alternative travel agency may be used.

Travellers may elect to book their flights directly from the airline's website.

The individual faculties/individual parts of the central administration lay down their own local guidelines and procedures to be followed in connection with the booking of flights.

**Air travel**

According to Aarhus University's [Guidelines for official transport and driving authorisation](#), the booking of air travel is subject to the following rules:

For domestic trips, the cheapest mode of travel must be used. Rail travel is preferred to air travel unless flying is cheaper or most appropriate in the circumstances. However, a domestic flight can always be chosen if part of a combined official trip involving air travel to/from abroad.

CWT will automatically find the cheapest solution based on the agreements made and the university's policy. Any deviations must be explained.

For travellers ordering their own tickets on the airlines' websites, local rules must be established and followed to ensure that the cheapest solution is chosen.

**Bonus points**

Bonus points and other customer loyalty rewards earned in connection with trips undertaken on behalf of Aarhus University or financed by Aarhus University's ordinary or external funding belong to the university, and employees must always seek to redeem such bonus points or customer loyalty rewards as quickly as possible rather than buying a similar service.

The management and employees must ensure that they make the most of any customer loyalty schemes, always considering the university's policy in the area.

**Rail travel**

According to Aarhus University's [Guidelines for official transport and driving authorisation](#), the booking of rail travel is subject to the following rules:

Subject to approval by their immediate superior, employees may travel first-class by rail – including non-stop ticket between Aarhus and Copenhagen, but generally speaking employees must travel economy-class.

Aarhus University's rules on the delegation of decision-making authority also cover decisions concerning the use of first-class as opposed to economy-class rail travel, and the use of air travel as opposed to rail travel. Emphasis may be placed on the importance of being able to work when travelling.

Formal decision-making authority rests with the dean and the deputy directors, who are responsible for putting the most appropriate authorisation practice in place by delegation.

**Hotel**

Aarhus University is affiliated with the hotel agreement with the Danish State and the municipalities of Denmark (SKI), which includes hotels in Denmark. Procurement have also made an agreement with Zleep Hotel in Billund. The two agreements are mandatory to use and can be viewed at [Indkøb](#)

The rule is that the cheapest possible hotel accommodation must be booked, and that rates must not exceed the hotel allowance amount stipulated by the Agency for the Modernisation of Public

Administration.

The general rule is that hotel accommodation in Denmark is paid via eFaktura ('EAN') or using a personal AU credit card.

Hotel accommodation abroad must be booked directly or via the travel agency and must be paid using a personal AU credit card.

Any deviations from the travel policy as regards hotel and price levels must be explained and authorised by the employee's immediate superior in connection with the submission of the travel expense report.

### **Travel insurance**

Aarhus University employees are covered by the Danish State's travel insurance agreement with Europæiske Rejseforsikring. All travellers are issued with their own insurance card. [Aarhus University's guidelines on travel insurance.](#)

### **Car rental**

The manager responsible for the budget can authorise the use of a rented car if deemed appropriate to efficiently execute an official trip. If the car is primarily to be used for private purposes during an official trip, the employee must rent the car and then be reimbursed for any work-related use.

Transport at the destination (e.g. transport between the accommodation and the temporary workplace) is often called 'local transport'. Such local transport costs must normally be paid out of the hourly and daily allowances, and they are therefore normally treated as private expenses.

If transport costs at the destination are disproportionate to the hourly and daily allowance rates, in special cases additional expenses may be reimbursed, subject always to the preliminary approval of the immediate superior and subject also to the submission of documentation (e.g. car rentals).

If the car is primarily to be used for business purposes, a standard car may be rented in Aarhus University's name. In connection with car rental abroad, it is often necessary to take out a basic insurance for the driver of the car. As this is a precondition for renting the car, an exception is made to the principle of self-insurance in this case.

If the vehicle is rented in the name of Aarhus University and is used for private purposes during the official trip, the number of kilometres driven for private purposes must be specified in the travel expense report. The number of kilometres driven for private purposes must be multiplied by the Danish State's lowest reimbursement rate, and the amount must be set off against the out-of-pocket expenses associated with the car rental.

The above rules also apply in connection with postings; postings are defined as official trips of at least 28 days' duration.

### **Use of own car**

According to [Aarhus University's Guidelines for official transport and driving authorisation](#), the use of one's own car is subject to the following rules:

The decision on whether to use public or private transport is left to the judgement of the individual employee, who, in exercising that judgement, should consider which form of transport is most appropriate for the university in terms of cost and/or time. It is recommended that employees use the university's official cars when possible.

#### **Use of official cars**

Official cars may be used for official trips subject to approval by the local management. It is recommended that employees use the university's official cars when possible.

When driving in Denmark, the Danish State's self-insurance principle applies, and when driving abroad temporary insurance must always be taken out.

Official cars may not be used for non-official purposes, and any use of official cars for private purposes may give rise to very substantial additional registration tax and insurance premium payments.

#### **Credit cards/debit cards**

Aarhus University issues credit cards with corporate liability to employees as an alternative to cash advances, cf. [Rules on the use of credit cards at Aarhus University](#)

#### **Using credit cards on trips**

As set out in the [Rules on the use of credit cards at Aarhus University](#), the general rule is that expenses relating to or incurred while travelling must be paid for using a personal AU credit card issued by the university, while the use of cash should be avoided if at all possible. Expenses are settled in the [RejsUd](#) travel and expense reimbursement system based on vouchers.

#### **Meals/per diems/entertainment expenses**

*For official trips lasting less than 24 hours or without overnight stays, reasonable additional expenses for meals etc. can be reimbursed as per account rendered. Reasonable, documented expenses can be expected to be covered up to an amount corresponding to max. 75% of the daily allowance rate. Breakfast accounts for 15%, lunch 30% and supper 30% of the daily allowance rate.*

*For official trips lasting at least 24 hours which involve overnight stay(s) in Denmark or on the Faroe Islands, the general rule is that the allowance is granted in the form of hourly and daily allowances. The hourly and daily allowance rates are reduced if the employee receives free meals in connection with the official travel. Breakfast accounts for 15%, lunch 30% and supper 30% of the daily allowance rate.*

If so requested by the employee, instead of hourly and daily allowances, a reimbursement may be made of reasonable and documented **additional expenses** for three main meals a day. Reasonable, documented expenses can be expected to be covered up to an amount corresponding to 75% of the daily allowance rate. Breakfast accounts for 15%, lunch 30% and supper 30% of the daily

allowance rate.

*For official trips lasting at least 24 hours which involve overnight stay(s) abroad or in Greenland, the general rule is that reasonable **additional expenses** for meals are covered as per account rendered. Reasonable, documented expenses can be expected to be covered up to an amount corresponding to 75% of the daily allowance rate. Breakfast accounts for 15%, lunch 30% and supper 30% of the daily allowance rate. In addition, a percentage allowance is granted to cover minor necessities etc. For most countries, the percentage allowance constitutes 25% of the daily allowance rate.*

Instead of the reimbursement of reasonable and documented **additional expenses** for meals as well as a percentage allowance, hourly and daily allowances may be paid if so requested by the employee. The hourly and daily allowance rates are reduced if the employee receives free meals in connection with the official travel. Breakfast accounts for 15%, lunch 30% and supper 30% of the daily allowance rate. Please note that daily allowances can never be granted together with percentage allowances.

*During postings, the general rule is that reasonable **additional expenses** for meals etc. are covered in the form of hourly and daily allowances. The hourly and daily allowance rates are reduced if the employee receives free meals in connection with the official travel. Breakfast accounts for 15%, lunch 30% and supper 30% of the daily allowance rate.*

The hourly and daily allowance rates are reduced by a quarter for postings in Denmark and by one sixth for postings on the Faroe Islands. There is no reduction of the hourly and daily allowance rates during postings abroad and in Greenland.

Instead of hourly and daily allowances, the place of employment and the individual employee may agree that reasonable additional expenses for meals etc. are to be reimbursed during the posting as per account rendered (cf. section 34(2) of the circular).

No percentage allowance is paid in connection with postings, even though additional expenses for meals etc. are reimbursed as per account rendered.

The applicable rates can be seen from [Rates for business travels as of 1 January 2021](#) (not translated).

Aarhus University's general rules on [entertainment expenses](#) are also relevant in connection with official trips.

### **Rules on companions**

In connection with official trips, the management may in special cases approve payment of expenses for a companion, provided that official events presuppose the participation of such a companion.

In other cases, employees must pay all additional expenses associated with the participation of a companion.

**Gratuities/tips**

Gratuities/tips are not reimbursed as such amounts are included in restaurant and hotel bills in Denmark.

Where the giving of gratuities/tips is customary practice in other countries, Aarhus University may reimburse such amounts based on what is customarily deemed to be reasonable in the country in question.

*In the event of any inconsistency between the Danish and English language versions of the document, the Danish version prevails.*