

AU's travel policy with Carlson Wagonlit (CWT) as supplier of travel agency services

General principles

Policy for travel booking – and related costs – applies to all AU employees and concerns all trips financed by AU's ordinary or external funds.

The policy's clause on business trips by air or rail is based on AU's [Official transport and driving authorisation](#)

AU endeavours to establish the best possible organisation of its travel booking and the best possible contractual structure in connection with purchases of trips and related services. AU employees and other people travelling at the expense of AU are always to travel as cheaply as possible (in consideration of the most appropriate solution for AU and AU's employees). This means that all AU employees are obliged to ensure that travel expenses are reasonable and appropriate with due consideration of the traveller's management of assignments for AU.

AU's aim is to follow an overall principle according to which business trips are to be fully planned so as to obtain a "travelling package" consisting of e.g. tickets, hotel reservations, etc. The purpose is to minimise time consumption and administrative costs and to have the fewest possible payment transactions.

AU employees responsible for travel booking should have the necessary competencies and knowledge to undertake this task. Hence, AU's travel booking is to be undertaken by AU employees with the necessary competencies and knowledge, irrespective of whether the business trip in question is being purchased by the traveller himself/herself or by an AU employee responsible for AU's travel booking.

AU co-operates with a travel agency on handling some of the tasks – and it is a condition that the travel agency contributes to observing AU's travel policy. Travel administration is carried out in compliance with the rules and agreements in force at any time, including agreements with staff organisations.

Awareness of AU's policy for purchases of business trips etc. is required amongst all AU employees responsible for travel booking and/or who travel in the name of AU or at the expense of AU.

Only the Management of a decentralised department is entitled to decide whether a trip is professionally relevant and official; and only the Management of a decentralised department is entitled to approve deviations – if indeed these are documented under each expenditure type when reimbursed.

All information on supplier relationships, prices as well as incentive and bonus schemes is confidential and subject to confidentiality.

Travel agency

With effect as of 1 May 2012, AU is a signatory to a supplier agreement between Statens Indkøb and CWT on delivery of travel agency services.

According to the EU's procurement rules and governmental procurement provisions, choosing an alternative travel agency or booking travels online is not allowed.

Air travel

According to AU's [Official transport and driving authorisation](#), the following applies to air travel:

As regards domestic trips, the cheapest form of travel is to be used. Rail travel is preferred to air travel, unless air travel is the cheapest or most appropriate form of travel – this is to be assessed in every case. However, domestic flights can be chosen if they are part of an international “travel package”.

International air travel is always to be economy class, economy or the like.

The travel agency automatically offers the cheapest solutions under the agreements and in compliance with AU's travel policy.

Deviations are subject to causal explanations.

Ticket purchases made through other channels than CWT are in conflict with the EU's procurement rules.

Bonus points

Bonus points and other benefits earned/redeemed in pursuance of loyalty programmes etc. in connection with business trips in the name of or financed by AU's ordinary or external funds accrue to AU and are always to be used as soon as possible instead of a purchase of a similar service.

AU Management and employees are obliged to ensure that earnings possibilities are exploited and used optimally in pursuance of AU's travel policy.

Rail travel

According to AU's [Official transport and driving authorisation](#), the following applies to rail travel:

If approved by his/her immediate leader, an AU employee can choose to travel first class, including “non-stop” tickets between Aarhus and Copenhagen – if not approved, the employee is to travel on economy tickets.

In terms of rail travel, AU's special jurisdiction includes a decision on whether to travel first class, economy or by plane. This decision can be based on the importance of being able to work while travelling.

Formally, the decision-making power lies with the dean and vice principals who, by delegation, are authorised to determine the most appropriate approval procedure.

Hotel

AU is a signatory to Statens Indkøb's hotel agreement, covering hotels in Denmark, according to which AU employees are obliged to book the cheapest possible hotel rooms and in compliance with the applicable provisions on [Hotel allowance](#) defined by The Agency for the Modernisation of Public Administration. The agreement currently in force is available on Procurement's website.

Hotels in Denmark are booked directly or through CWT and are, as a general rule, paid via eFaktura ("EAN") or with a personal AU credit card.

Hotels abroad are booked directly or through CWT and are paid with a personal AU credit card.

Deviations from AU's travel policy with regard to hotel standard and price level are subject to a causal explanation and approval by immediate leader in connection with settlement of travel expenses.

Travel insurance

AU employees travelling on behalf of AU are insured pursuant to the agreement between the Danish state and Europæiske. An insurance card is issued to each AU traveller. [About travel insurance](#).

Car rent

If deemed necessary to ensure an efficient business trip, the decentralised Management is entitled to approve the use of a rental car.

AU has entered into an agreement with Europcar on car rental in Denmark. Bookings are made directly via Europcar or CWT. [The agreement](#) currently in force is available on Procurement's website.

Rental cars abroad can be booked directly via the car rental companies or CWT.

In principle, the cheapest car available is to be booked. Car rental expenses are to be paid with a personal AU credit card.

Use of own car

Pursuant to AU's [Official transport and driving authorisation](#), the following applies to the use of one's own car:

It is for the individual AU employee to determine whether to use public transportation or private means of transportation. In making this decision, the employee should focus on which form of transportation is the cheapest and/or in terms of time is the most appropriate solution for AU. It is recommended to use AU's company cars whenever possible.

Use of company car

The use of company cars in connection with business trips is subject to the approval of decentralised Management. It is recommended to use AU's company cars whenever possible.

Driving in Denmark is subject to the national self-insurance principle. Driving abroad is subject to taking out a temporary insurance with Europæiske Rejseforsikring.

The use of a company car for private purposes is not allowed. One single incident can involve large adjustment payments in terms of vehicle registration fees and insurance premiums.

Credit, charge and debit cards

AU issues credit cards with company liability to employees as an alternative to advance payments cf. [Rules and regulations for the use of credit cards](#).

Payments during business trips

Pursuant to [Rules and regulations for the use of credit cards](#), purchases during business trips are, as a general rule, to be made with personal AU credit cards, and cash payments are to be avoided. Expenses are settled in [AURUS](#) with sub-appendices.

Representation/board/subsistence allowance

AU's [Entertainment expenses](#) also apply to business trips and stays in Denmark as well as abroad.

As regards one-day business trips without overnight stays, documented board expenses for up to two principal meals are refunded.

As regards business trips with overnight stays, expenses are refunded in compliance with agreement with the Danish Ministry of Finance and staff organisations. AU is to grant its approval of settlement taking place according to the provisions on hourly subsistence pay and per diem allowance.

In terms of business trips, circular fees or documented fees (below applicable maximum limit) are fully refunded. The applicable fees are defined in the [tjenesterejsecirkulæret](#) (approx. Business trip circular - unfortunately only in Danish).

Companion rules

With regard to business trips, in special cases, Management is entitled to approve companion expenses. However, companionship is subject to professional partaking in events.

In other cases, the traveller himself/herself is obliged to pay the additional expenses for the companionship.