



INTERNATIONAL TRAVEL POLICY



This policy is applicable to all employees of Rotterdam University of Applied Sciences.

Version	Status	Effective Date	Author	Description
0.6	Draft	28 October 2019	ColA Travel	
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1. Policy Statement

Rotterdam University of Applied Sciences (RUAS) is committed to its duty of care towards employees both in the Netherlands and abroad. The purpose of this International Travel Policy is to establish consistent and reasonable standards for employees to facilitate business travel in line with care for safety, health, environment and also cost competitiveness.

During business travel, each employee is seen as an ambassador of RUAS. All employees are expected to travel in accordance with this international travel policy and applicable business expense policies. This policy covers all RUAS employees.

2. Guidelines

1. General procedure

Whenever an employee is traveling for business purposes, the following procedure should be respected:

1. All international travel should be authorised beforehand by the relevant Director or Dean (or specifically assigned budget holder).
2. All travel requests for staff required to travel abroad on behalf of the university are processed by CoIA Travel (the university's department in charge of travel organization). CoIA Travel is part of the Centre of International Affairs (CoIA). CoIA Travel arranges the business trips with the university's preferred travel agency. CoIA travel does not organize trips for and with students.
3. All international travel should be requested through the travel request form. No booking should be made without the prior approval.¹ This authorized request should be attached to the expense report. If not attached, the expenses will not be reimbursed.
4. Trips should be planned as far in advance as possible, as ticket prices are usually more economical when booked early.
5. The rules of this travel policy should be respected and strictly enforced by managers.

2. Travel arrangement specifications

Co2 Emissions reductions

The university promotes to minimise its carbon impact and in this regard counts a contribution for each air flight booked; a contribution which will be commensurate to the level of Co2 emissions for the flight. The money will be invested in sustainability-related projects.²

¹ See Annex 1: Travel form

² The projects will be selected by or on behalf of the Executive Board. The costs of CO2 compensation will be charged to the internal budget from which the flights were paid.

Sustainability

In the spirit of sustainability, RUAS:

1. Promotes the use of video conferencing instead of travelling
2. Promotes the use of public transport where possible. When the travel can be made efficiently per train, then this is the mandatory mode of transport (except crisis situations). In this regard, it does not offer air travel options to staff members to Belgium, Paris, London, Berlin, München and Frankfurt.
3. Promotes the use of direct flights instead of indirect flights (regardless the consequences for the price)
4. CoIA Travel will report yearly on Co2 emissions of flight and train journeys.

Train Travel

1. Standard second class. Any exception requires prior approval by the relevant Director or Dean (or assigned budget holder). The individual traveler needs to request the first class ticket during the booking process.
2. Non-refundable tickets or otherwise restricted fares will be booked to take advantage of significant cost savings, unless otherwise stated by the traveler.
3. Cancellation of a trip. CoIA Travel (or outside office hours, the designated travel agent) must be notified of the trip cancellation as soon as possible.
4. When the majority of senior and key administrative staff members are travelling to the same destination, they are encouraged to avoid travelling together. Under no circumstances will more than two of the three members of the Executive Board be permitted to travel together.

Air Travel

1. The use of airlines that are blacklisted is not permitted.
2. Standard economy class. Extra legroom seats may be booked on flights exceeding 6 hours. Any exception requires prior approval by the relevant Director or Dean (or assigned budget holder). The individual traveler needs to request this extra legroom seat, during the booking process.
3. Non-refundable tickets or otherwise restricted fares will be booked to take advantage of significant cost savings, unless otherwise stated by the traveler.
4. Cancellation of a flight. CoIA Travel (or outside office hours, the designated travel agent) must be notified of the trip cancellation as soon as possible.
5. Travelling employees may keep their frequent flyer programme benefits providing the participation in these programmes does not result in any incremental cost to the company.
6. When the majority of senior and key administrative staff members are travelling to the same destination, they are encouraged to avoid travelling together. Under no circumstances will more than two of the three members of the Executive Board be permitted to travel together.

Accommodation

CoIA Travel will provide estimates that match the budget indicated on the approved travel form and that adheres to the university's rules on expenses.

1. Employees are to make use of convenient business hotels of a moderate nature. In principle, an overnight stay in a hotel abroad concerns a middle-class hotel. The costs incurred can be declared, subject to the following maximum amounts: 150 Euros for an overnight stay³.
2. Luxury hotels should be avoided unless they are associated with a meeting or conference being held on their premises. The rate per night should not exceed the maximum amount stated in the university's rules on expenses.
3. The accommodation should be in the proximity of the event or university.
4. Choice of accommodation. There are two possibilities:
 - a. Hotel within the EU (including room, breakfast and local tax) – the costs are invoiced to the university when the traveler checks out. This system is called bill-back.
Although the travel agent's database offers a substantial selection of hotels, not every hotel is affiliated with it. When a requested hotel cannot be booked for this reason, alternative suggestions will be provided.
 - b. Hotel outside of the EU – costs are pre-paid when the booking is made. A voucher is sent to the traveler who will show this when checking into the hotel as proof of payment. Sometimes conference hotels will accept this method of booking, but this cannot be guaranteed.
5. The university pays for overnight stay and breakfast. All other costs are borne by the employee (mini bar, meals etc.)
6. Accommodation related to extension of stay for private reasons must be paid by the employee directly to the hotel or travel agent.

Note: We do not book accommodation with online booking sites, e.g. Airbnb or booking.com. All accommodation is booked through our **business travel agent**, who can guarantee the quality, safety and payment of the hotel.

Local public transportation (Rail, metro, buses, shuttles)

1. It is recommended to use public transportation when commuting from the airport to the hotel or event and vice versa every time such transportation is available and feasible.
2. The choice of the class for rail travel depends on the country itself due to safety and comfort reasons. The standard class of service for train travel is economy/second class.

³ CoIA Travel and AIC are working on a proposal to treat RUAS employees can be treated on an equal level as bureaucrats from the Ministries, which would make differentiation in maximum hotel prices possible, depending on the travel destination. We're awaiting the reaction of the Tax Office and possible policy change of the government in this regard.

Taxi

The employee should use a taxi only when local public transport or shuttle services are not available, when it is too late or unsafe to use public transport, or when sharing a taxi with colleagues becomes comparably cheaper.

Rental car

1. Rental cars should always be economy vehicles unless more than three people travel together.
2. Where possible, the use of green energy vehicles is encouraged.
3. A full credit package will be used to make transactions. The deposit for the use of the rental car (and all other costs) will be paid by the travel agency.
4. Basic insurance coverage is included. Optional insurance coverage should not be accepted and will not be reimbursable. Travelers must report all accidents/damages to the rental company when returning or exchanging the car and co-operate in any legal or claim procedure.
5. Employees must refuel the rental car before returning it to the rental car company. When the rental car is returned without fully refueling, then the additional costs charged by the company to do this will in principle be charged to the employee.

Private car

1. Employees using private cars for business purposes may claim reimbursement if the travel cannot be made efficiently per train. Employees should have a liability insurance. See section on business expenses. 19 euro cents per kilometers (all-in) will be reimbursed when using private cars for business purposes.

3. Extended travel for private reasons

- Only after agreement with the manager may a business trip be extended for private reasons such as a holiday. All costs related to private travel are for the employees and need to be paid at own expense. CoIA will not organise the extended private trip.
- When the flight is more expensive due the extended travel when compared with the business travel dates, the employee is required to pay the difference in price. An invoice will be sent by the school or service department to the employee in such cases.

4. Business travel insurance

RUAS has a [collective business travel insurance](#) (Chubb Business Class Travel Insurance) for staff that covers the whole world. All persons who participate in organized travels, exchanges and trips on behalf of the university in this country

and abroad are covered by this insurance. This collective insurance will be the primary insurance.

RUAS does not have a collective cancellation insurance. When this is required, the traveler should inform CoIA Travel during the booking process.

5. Rules on business expenses

Petty expenses

Petty expenses during business travel will be reimbursed for 10 Euros a day.

Meals

The following maximum prices hold for meals per person: breakfast: 15 Euros - lunch 30 Euros - dinner 70 Euros. The relevant dean or director can give permission prior to travel to deviate from these standards.

Other costs (not being petty expenses) such as visa costs and vaccinations will be reimbursed on the basis of their real value.

6. Risk management

Each member of the Board of Directors provides guidance to their staff regarding the maximum number of managers from one Management team to travel together.

In case of travel to a security risk area 'medium' and above (Ministry of Foreign Affairs rating) the following safety classifications will apply:

Green:	No particular safety risks
Yellow:	Be careful, there are safety risks
Orange:	Only travel when necessary
Red:	Do not travel

In all cases guidelines and instructions from the embassies and local authorities should be followed and prevail over university guidelines. For more information please refer to the RUAS Crisis Management Policy⁴ and the RUAS Emergency Plan. The emergency number is: 0031-10-794-9999.⁵

⁴ <https://hint.hr.nl/globalassets/hr-brede-themas/studie/documents/calamiteiten-buitenland/calamiteitenplan-2019.pdf>

⁵ <https://hint.hr.nl/HR/Studie/naar-het-buitenland/calamiteiten-in-het-buitenland/>