



UNIVERSITY OF GOTHENBURG  
THE SAHLGRENSKA ACADEMY

**The Sahlgrenska Academy administration  
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**TRAVEL POLICY**

Sept 2, 2009 dno. A 11 3591/09

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## **Travel policy**

### ***Introduction***

The University of Gothenburg environmental policy states, among other things, that environmental impact shall be a consideration in all decisions taken, and that the university, through systematic environmental work, shall strive to prevent or reduce its overall impact on the environment. This policy needs to be complemented in order to increase consideration for the effect of travel on the climate.

Many Sahlgrenska Academy staff work within or close to the Västra Götaland region, and consequently the Sahlgrenska Academy's travel policy should concur with the regional policy.

### ***Scope***

This policy applies to staff and elected representatives within all areas of the Sahlgrenska Academy regarding travel in connection with work.

### ***Goals***

The travel policy aims to achieve the following long-term goals:

- A safe working environment: Travel shall be carried out with the highest possible degree of road safety.  
Sahlgrenska staff as well as other road users shall be taken into account.
- An environmentally based journey: Travel shall be planned and carried out in such a way as to reduce atmospheric environmental impact. This entails minimising energy consumption and emission to air.
- A cost effective trip: Travel shall be as cost effective as possible bearing in mind the staff members' individual circumstances and needs, and optimisation of work effectiveness.
- Travel when it is needed: Travel shall be replaced as much as possible by video, phone and web conferences.

**Responsibility**

All those within the Sahlgrenska Academy who are affected by this policy shall organise their travel to achieve maximum compliance with the goals of the travel policy with respect to safe, environmentally friendly, cost effective travel.

The Sahlgrenska Academy's institutions, Core Facilities and Administration shall, on the basis of the policy, establish local guidelines and routines for travel.

***Each head of department (or equivalent) is responsible for ensuring that:***

1. all staff are aware of the policy and its contents,
2. staff are aware of what safe, environmentally friendly driving implies.
3. travel statistics are regularly compiled and followed up by examining the measureable goals.

The environmental coordinator is also responsible for coordinating and evaluating the travel policy work.

**Olle Larkö**  
**Dean**

Appendix:  
Practical application of the Sahlgrenska Academy's travel policy

Copy:  
Environmental coordinator  
Academy Board



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**APPENDIX TO TRAVEL POLICY**  
Sept 2, 2009 dno. A 11 3591/09

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## **Practical application of the Sahlgrenska Academy's travel policy**

### **Planning travel and meetings**

All staff and elected representatives at the Sahlgrenska Academy shall plan their travel to ensure that it is safe, environmentally friendly and cost effective. At this stage, they shall examine the possibility of a technically arranged meeting, thereby avoiding travel completely. The meeting organiser shall look into the possibility of travelling to the meeting using public transport. With respect to estimating environmental impact, reduction in the emission of fossil carbon dioxide shall be given highest priority.

### **A cost effective journey**

All aspects shall be taken into account when estimating the total cost: transport, accommodation, subsistence allowance, travel expenses, working hours and travel time. Safety recommendations shall be adhered to. All tickets, hotel accommodation, car rental, flight and rail taxis shall be booked via the travel agency with which Gothenburg University has an arrangement. In general, journeys should be planned and booked as far in advance as possible in order to take advantage of any discounts.

All bonuses and benefits offered by the travel provider are the property of the Sahlgrenska Academy and not the individual.

### **Means of transport**

Journeys longer than 50 km from the normal place of work shall, whenever possible, be made by bus and train. This is motivated by environmental, financial and safety reasons. For shorter journeys, bicycle, public transport or departmental car shall be given first consideration. If a taxi is to be used, it should preferably be a low-emissions vehicle. Public transport is preferred if the choice is between that and a car.

Air travel is acceptable for trips abroad and for journeys to destinations where public transport is not a viable alternative. Generally speaking, the main journey must be longer than 500 km in order to justify flying. This means that flights with an intermediate landing or connection to international routes in Stockholm or Copenhagen are acceptable. With respect to trips to and from Stockholm, when Stockholm is the final destination, air travel may only be used in exceptional cases.

### **Special demands for travel by car**

When travelling by car, car-pooling shall be taken advantage of as much as possible. Environmental cars shall use environmental fuel whenever possible.

Private cars may only be used when other alternatives, according to the above, are not viable with respect to environmental impact, cost effectiveness and safety, collectively. In each case, it is up to the individual to justify the choice of using a private car.

If a private car is used regularly for business travel, it must meet the environmental and safety demands of the National Road Administration. Cars shall:

- Have a kerb weight of between 1000 kg and 1800 kg, and within that range be selected on the basis of needs in terms of number of passengers and amount of luggage.
- Have headrests and lap-diagonal belts on the seats used.
- Provide good front and side collision protection for passengers, which is considered the case if a car meets the demands for at least four stars in Euro NCAP (European New Car Assessment Programme) tests.
- Be as economical as possible in its class, which means a consumption of not more than 8.6 litres of petrol or 7.7 litres of diesel per 100 km.
- Have an initial registration date of or later than 1 January 2001.

### **Travel to and from work**

The Sahlgrenska Academy's travel policy does not cover travel to and from work, unless this includes travel for work purposes. The Sahlgrenska Academy, nevertheless, encourages travel to and from work by means which reduce environmental impact, for example, by using public transport, car-pooling or by cycling.