



Approved by the Annual Meeting: 27.05.2023

Travel Policy for Members in EYP Sweden

In choosing the mode of travel to or from an activity organised by EYP Sweden, the organisation's economic possibilities and environmental impact of the mode of transport should be considered. This policy is to help you choose the best alternative for travel.

Foresight

Travel arrangements should be booked with good foresight. Good foresight means the travel arrangements should be booked at least 14 calendar days prior to the event. The organisation will not reimburse travel arrangements not booked with good foresight.

- The treasurer or, in the case that the treasurer is not reachable within two working days, the association secretary can determine whether there are reasonable grounds to grant expectations to this rule.

Trains and Buses

- Travels should always be booked in second class. Tickets can be booked in second-class quiet seating or second-class, and the tickets can be re-bookable but not refundable. First-class tickets can only be reimbursed if they are the cheaper alternative.

Cars

- Travels by car can be made if the cost per person is equivalent to a bus or train ride.
- Travel by car is reimbursed following a "mileage reimbursement" mechanism.
- Treasurer can determine whether there are reasonable grounds to travel by car. In the case that the treasurer is not reachable within two days, the association secretary is entrusted to make the judgement.



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Flights

- Travels by flight can only be reimbursed if any other ground alternative takes 5 hours or more.
- Travels by flight can be made if there is a significant difference in price between flight and bus/train.
- Travels by flight can be done if there are no times for trains or buses that ensure that the member can make it in time to the activity without having to pay for accommodation the night before the activity. In the case that EYP Sweden offers free accommodation, travels by flight are not reimbursed.

The association secretary can approve reimbursement if there are reasonable grounds. If the association secretary can not be reached within 1 working day, then presidiet can make the decision. If neither Presidiet nor the Association Secretary can be reached within 4 working days, you have the right to book travel by flight.

Flight travel booking where climate compensation is no more than 150SEK then it should be paid for.

Economy

When choosing to book a flight-, train- or bus ticket, where there are many equal tickets or the same company offers different cost alternatives. The cheapest ticket should be chosen unless time constraints require otherwise. EYP Sweden only reimburses the cost of the journey and not any additional costs for, for example, given, extra baggage, seating reservation, meals etc.