

Travel policy for consultants

If you plan to travel as a consultant for Academic Work, the following travel policy should be applied in all cases.

When do you need to travel?

Virtual meetings, e.g. Skype and Lync, telepresence meetings should be held whenever possible and relevant to avoid travel as much as possible. Therefore, consider carefully any of the above possibilities instead of travelling. This would be more environmentally friendly, less costly and in most cases more efficient.

When booking your travel, please follow these general principles:

- Make sure to book your trips ahead of time. Your Consultant Manager must approve the cost of your travel before the actual travel date/time.
- Book lowest train or bus fares that are refundable and/or rebookable. Use low-cost carriers if they cover your destination.
- Always consider train as the first and best option for your trip. It is more environment friendly than travelling by airplane, and in most cases more time and cost-efficient. Standard or second class is the rule.
- If you should for some reason travel by airplane, use train or bus to and from airports. In most cases, train and buses represent the most convenient, environmental friendly and cost-efficient alternative.
- Use common sense regarding taxi trips. Bear in mind the additional costs for Academic Work, as well as the environment when taking a taxi. Always consider whether use of public transport is more environment friendly, cost-efficient and convenient.
- Book lowest refundable and/or rebookable hotel rates available, while considering reasonable requirements, e.g. hotel costs plus the costs of transportation. Always choose the hotels that are “Recommended by AW Family” when possible. These are presented as preferred hotels when you manage you booking.
- Changes or cancellations could lead to extra costs. Therefore, you should always contact your Consultant Manager with a good reason for cancelling or changing a booking.