



Faculty guideline business trips (national and international) - BETA

About this document

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Author(s)	Petra Erne
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Practical matters regarding business trips - Faculty of Sciences

The following document gives a brief overview of the VU travel policy for business trips. Please make sure to check the HR pages on VU web for more details:

- [Sustainable Business travel policy for business trips](#)
- [International travel policy for employees](#)
- [Declaration and commute allowance](#)

1. Purpose of Business Trips

Business trips are authorized for official work-related activities, primarily focusing on research collaborations, academic conferences, professional development, and meetings with stakeholders. However, they are not limited to these activities and may also include other relevant purposes that contribute to the faculty's objectives.

Please make sure to both consider the travel [policy of the VU](#) especially regarding [sustainability](#). Please carefully evaluate whether the trip is necessary and if a sustainable mode of travel i.e. train is possible.

Traveling from home to work at the VU is not considered as a business trip. The policy for the [commuting allowance](#) applies instead.

2. Approval Process

Prior to the trip: Employees must obtain approval from their respective line managers before making any travel arrangements. The line manager will assess the trip's relevance and ensure that it complies with the VU business trip policies.

Expense approval: Employees have the option to either submit detailed expense claims with receipts or receive a fixed travel allowance for their business trips. For accommodation and travel employees can choose to either provide receipts, and actual expenses will be reimbursed - or use the VU travel agency.

3. Travel Arrangements

Employees have the flexibility to arrange their own travel or use the VU's approved travel agency (ATPI) for bookings. Please make sure to provide the proper budget code when using ATPI. For more information on how to use ATPI please check the relevant pages in [Booking business travel through travel agent ATPI](#).

4. Maximum Rates

- a) Hotel accommodation

The VU follows [maximum rates of the Dutch government](#).

Please make sure as line manager to check whether your colleagues do follow this policy. It is the responsibility of each line manager to perform this check.

When using the travel agency (ATPI), it is essential to ensure that expenses do not exceed the maximum rates set by the VU. This is the responsibility of each employee.

b) Meals and other small expense

The faculty strongly recommends to use the daily allowance for the reimbursement of meals and other small expenses. Please make sure to contact the HRM service desk for practical questions.

In case you choose to declare costs on the basis of receipts [the maximums applicable for government employees apply](#) as well.

c) Travel costs

Please ensure to book travel arrangements well ahead of time to ensure cost efficient travel.

5. VU Travel Insurance

The VU has a [travel insurance policy](#). Please make sure to check the VU policy carefully as well as your own health insurance and liability insurance.

6. Compliance

All employees within our faculty are expected to comply with the VU business trip policy and relevant faculty travel guidelines. Line managers play a crucial role in ensuring that expenses are in accordance with company policies.