



ÅF's Travel Policy

Adopted at the management meeting,
updated on July 8, 2015.



ÅF's policy applies to all trips made for business purposes. Cost-awareness and cost-effective travel are a commercial necessity that offers proof that ÅF works actively to reduce costs and environmental impact.

Goal and purpose of the policy

Travelling expenses constitute a large percentage of our costs – both in the form of the direct costs incurred and lost working time. But this is expenditure that we can influence. We can reduce these expenses by travelling more efficiently.

Responsibility

Managers

Each manager is responsible for ensuring that co-workers comply with the policy. This means that a manager must ensure that all his or her co-workers are aware of the content of the policy. The manager must also follow up compliance.

Co-workers

Each co-worker is responsible for making business trips in an economical, safe and environmentally-adapted way, in accordance with the ÅF Travel Policy.

Authorisation

All trips must comply with the authorisation regulations.

Is your trip necessary?

Always consider the possibilities of holding a virtual meeting (by video, over the internet or on the phone) instead of travelling. If possible, hold meetings on ÅF's own premises. If meetings require travel, those responsible for organising the meeting must be able to justify why it cannot be held as a virtual forum

Plan trips

Plan all trips as far in advance as possible. Trips for internal meetings and meetings that are already scheduled with the customer should be booked two to three weeks before the date of departure. This enables you to coordinate trips and ticket combinations and select the most favourable travel alternatives and accommodation options.

For safety reasons, we recommend that co-workers on the same level in the organisation (for example, those in the various management teams within the ÅF Group, the same division or local unit) do not travel by the same mode of transport at the same time.

Booking your trip

ÅF has signed an agreement to use one travel agency that provides a self-service booking system for "simple journeys". More complex trips are booked directly with the travel agency, which is currently American Express. The travel agency has been instructed to actively help travellers/travel bookers find the most cost-effective trip by asking a number of questions. ÅF's travel policy forms part of the agency's system.

Bonuses

Travellers must not be influenced in their choice of supplier by bonus schemes. Bonus points should if possible be utilized for business travel.

TRAVEL REGULATIONS

Guidelines for selecting mode of transport

The aim of these guidelines is to describe how to travel as efficiently as possible, with regard to the environment, safety and economic considerations. It is important for us to give ÅF clients the help they need in an efficient and effective way. Many assignments involve visiting the customer. Travelling to customers is therefore a necessary part of our operations.

Recommended modes of transport

For journeys that are longer than 550 km, make air travel your first choice, followed by train and thirdly, car. For journeys that are shorter than 550 km, make rail travel your first choice, followed by car and thirdly air travel. For local journeys, make public transport your first choice. You may choose to travel by car if this alternative saves a lot of time, or if you need to take equipment with you.

Rail

Train journeys should normally be made in second class. On the stretch Stockholm – Gothenburg train should always be the first choice.



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Car

When travelling by car, co-workers should travel together with colleagues, clients or others whenever this is practical. If you hire a car your first choice should be a "clean" car (i.e. environmentally-adapted) of medium size. The car's impact safety should have at least a four (4) star rating in Euro NCAP tests. A large car may be used if this enables more people to travel together. Small cars should not be used for long journeys.

Please note that special rules apply to hiring cars in the US! Contact the travel agency or car hire company!

Air travel

Air tickets – e-tickets whenever possible – must be booked in good time before the journey in order to get the lowest possible prices. Air travel should normally be in economy class. Reservations that cannot be changed should be chosen whenever it is unlikely that the booking will need to be changed.

Hotels

Overnight accommodation at hotels is to be booked in economy or standard rooms at hotels with which ÅF has agreements. See the Travel page on ONE for more information.

Guidelines for booking business trips

Travellers must fill in a travel profile to be able to use the self-service booking or direct booking facilities provided by American Express. Travellers are responsible for updating their profile if they move house, for example.

Self-service booking in Magellan

– Travellers/travel bookers can book "simple" journeys via ÅF's travel portal on ONE, which is linked to American Express. American Express checks the quality of the trip and issues the invoice.

Booking using the travel agency

– More complex journeys are booked directly by the travel agency.
Tel. +46 (0) 455-33 65 05 or by email: businesstravel.se@service.americanexpress.com

Safety – When travelling to areas of unrest (war zones, natural disasters, etc), check safety aspects with the travel agency and, where applicable, the Swedish Ministry for Foreign Affairs.

Visas – The travel agency can provide you with information on and application forms for visas. Here you can find information regarding visas www.swedenabroad.com. You will also find information about which countries require a visa.

REIMBURSEMENT OF TRAVEL EXPENSES

For major assignments abroad, special agreements may be reached with airlines and the co-workers involved. The person responsible for this is the project manager.

Accommodation expenses

In trips extending over several days, the co-worker's accommodation expenses are reimbursed against receipts. The normal standard is a single room with en-suite shower and WC. If ÅF considers the cost to be abnormally high compared to the general price level in the specified location or for any other reason, the reimbursement may be reduced accordingly.

Travelling by your own car or motorcycle

Co-workers receive reimbursement per kilometre for business trips they make in their own car or motorcycle. For safety reasons, motorcycles should not be used for business destinations that are more than 50 km away.

Public transport and other modes of transport

Choose your mode of transport in consultation with ÅF. Co-workers' expenses from business trips using public and/or other modes of transport will be reimbursed if a receipt for such expenses is submitted.

BUSINESS TRAVEL INSURANCE

All co-workers in ÅF's Swedish companies are covered by business travel insurance via the Europeiska insurance company. See ONE under Verksamhetsstöd/Bolagsförsäkringar.

All co-workers receive a Travel Security Card from the HR department.