



UARctic ry travel policy

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Introduction

The purpose of this policy is to provide guidance for UArctic- related travel when it is specifically related to UArctic ry:s governance related travel or is directly funded by UArctic ry. This policy describes approval processes for travel, discusses the payment processes for travel expenses and explains UArctic ry:s arrangements for travel arrangements.

UARctic is a network of HEI's and other organizations in the Arctic and beyond. According to its finance policy, UArctic- related travel is normally covered through the host institution of the staff members and voluntary leadership according to the policies of the host institutions. This policy is in addition to those policies and applies directly to travel that is directly funded by UArctic ry, not through its members.

Due to its international nature, UArctic work will require travel. However, UArctic also strongly encourages all its members to provide staff with tools and connectivity for online work that will enable flexible working hours for anyone working for a circumpolar organization also from home. UArctic will also provide its staff with online software that enables sharing information through the distributed network of offices.

Travel approval

UARctic- related travel is normally approved through the home institution. In cases when UArctic ry is to directly cover the travel from a project or general funds, please contact the finance@uarctic.org at least four weeks in advance of the date of the planned travel for approval and general instructions regarding the cost center and target of the travel claim.

Travel insurance

If UArctic ry pays the travel, then travelers need to make sure they have a valid travel insurance in place to the country in question. Travel insurance costs can be included in the travel claim for the duration of the trip.

Payment protocols

UARctic staff and voluntary leadership gain reimbursements on their travel expenses through claims to their host institutions, when agreed separately, directly from UArctic ry through filing a travel claim. These vary significantly between the member institutions, and UArctic respects the policies of its member institutions.

Travel reimbursement

Normally UArctic- related travel is according to the policies of the host institution of the staff member. The most common policy in UArctic members is that air travel is in economy class, and in the most economical way. However, for trips that require flights over six hours and over more than six time zones business class tickets are possible, provided that there is funding to cover this. UArctic ry can cover business class tickets for Board members in such cases if the host institutions policy does not allow the purchase of business class tickets.

Also, if driving is more appropriate and cost-efficient than flying, a car rental is an option for travelling, as well as trains and other means of public transportation such as busses, trams and a metro could be used. Airport transportation is normally by bus, train or taxi, depending on what is convenient in the destination.

Normally travel is directly to the meeting in question. However, in cases when the flights are over nine hours and there is a time difference of over six hours people are encouraged to travel to the destination one day in advance to adjust to the time zone.

Hotels are reserved according to the instructions of the meeting host or the policies of the home institution. Reasonable cost is the standard.

Meals or per diem is covered through the home institutions according to their policies. In cases when UArctic ry covers the travel directly, a travel claim is required with ticket stubs and all receipts. UArctic ry does not pay per diem but costs can be claimed for breakfast, lunch and dinner for all travel days, based on receipts. UArctic also compensated up to 20% tips in countries where that is recommended.

UArctic ry Travel bill and cost claim form



Name	
Account number	
BIC/ABA/Transit	
Bank's name and address	
Currency	
Destination	
Purpose	
Mode of transport	

Expenses

Date	Purpose (Attach original receipts)	Sum
	Total	

Summary

Total

Signature _____

Cost center

Target

Please send the filled claim form with copies of ticket stubs and all receipts related to the expenses listed to: Saana.Kivilompolo@ulapland.fi