



**Norges
musikkhøgskole**
Norwegian Academy
of Music

Travel policy for the Norwegian Academy of Music

Adopted 25 November 2015 – Amended 22 May 2019

Contents

Travel policy for	1
the Norwegian Academy of Music 1	
Contents	2
1. Scope and application.....	3
1.1. Guideline revisions	3
1.2. Information	3
2. Purpose	3
3. General guidelines.....	3
4. General provisions.....	3
5. Environmental considerations.....	4
6. Framework agreements	4
6.1. The academy's framework agreements.....	4
7. Provisions on travel and accommodation	4
7.1. Guidelines on booking travel and accommodation	4
7.2. Transits to/from airport and at destination.....	5
7.3. Internet access and pay-TV	5
7.4. Minibar	5
7.5. Tipping	5
7.6. Information about where staff and students are travelling	5
7.7. Travel insurance	5
8. Reimbursements, allowances, refunds and travel expenses claims.....	6
8.1. Deadline for submitting travel expenses claims.....	6
8.2. Per diem and overnight allowance	6
8.3. Use of private vehicle.....	6
8.4. Review and authorisation.....	6
9. Miscellaneous.....	6
9.1. Passports and visas.....	6
9.2. Vaccinations for various destinations	6
9.3. Security and preparedness.....	6
10. Contacts.....	7

1. Scope and application

These guidelines apply to everyone travelling on behalf of the NMH and at the NMH's expense. This includes employees, guest teachers and other partners. The guidelines describe the obligations and rights of travellers during all types of travel and ensure that all travel takes place on equal terms.

All travel must be booked in accordance with the guidelines so that the NMH has the data it needs to obtain the correct information about the travel activity.

The guidelines were discussed with local unions in a meeting on 25.11.15 and have been approved by the NMH management.

1.1. Guideline revisions

The guidelines may be revised subject to the approval of the NMH management.

1.2. Information

The guidelines can be accessed on the NMH website, and it is the responsibility of individual employees to familiarise themselves with the prevailing rules.

2. Purpose

The purpose of the guidelines is to ensure that all travel is cost-effective and safe based on an overall assessment taking into account transportation, accommodation, cost and travel time. Both the employee and their line manager must ensure that travel costs are always kept at a sensible level.

3. General guidelines

The Ethical Guidelines for the Public Service must be observed in respect of business travel. These guidelines have been prepared in accordance with:

- The Personnel Handbook for State Employees
- The government's travel regulations with travel allowance scales for travel and accommodation in Norway and abroad
- The tax authorities' rules on verifying and processing travel expenses

claims

Only travel carried out in line with these guidelines will be refunded.

4. General provisions

All travel should be carefully considered, and thought should be given to telephone/video conferencing or similar alternatives before travelling. All travel must be cost-effective.

The purpose of the journey, travel time and need for flexibility must be considered in order to keep travel costs to a minimum. This means buying discounted/low-cost fares where possible.

As a general rule, public transport and economy class / low fare tickets should be used. First class or business class travel is not permitted. Any exceptions to this rule must be clarified with and approved by the director on a case-to-case basis.

Employees may not use accumulated frequent flyer points for their personal benefit, cf. state employee rules.

Reimbursements and allowances are in line with the government's travel regulations and rates.

5. Environmental considerations

All travellers must consider their mode of travel, possible alternatives and accommodation from an environmental perspective. Unless it would result in considerable inconvenience, public transport should be used wherever possible, financially viable or otherwise appropriate.

Hire cars or private vehicles may be used when necessary and when the travel cannot be satisfactorily completed using public transport.

6. Framework agreements

Existing framework agreements should be used to book travel and accommodation.

6.1. The academy's framework agreements

- a. The NMH has a framework agreement with a corporate travel provider that must be used to book all types of travel and accommodation.
- b. The NMH has a framework agreement on hotel accommodation in Norway.

The prevailing framework agreements can be found on the NMH website under HR & Staff Support.

7. Provisions on travel and accommodation

7.1. Guidelines on booking travel and accommodation

- The NMH has a corporate travel agreement with G Travel, and all flight and accommodation bookings for both solo travellers and groups must be made through the travel portal.
- Employees with a Feide account may book their own travel with the travel agency.
- All travel must be approved by your line manager or by someone authorised to approve travel within a given budget. Approval should be given in writing by email as it can then serve as documentation.
- Some admin staff are able to book travel for others.
- Cost centre and purpose must be stated when booking travel.

- If the trip is cancelled, the traveller must ensure / give notice that the ticket or hotel booking has been cancelled to allow the NMH to apply for a refund where possible.

7.2. Transits to/from airport and at destination

As a general rule, public transport must be used to and from the airport.

Coach travel for groups should be arranged with the travel services provider.

7.3. Internet access and pay-TV

The cost of necessary internet access for work purposes in hotels (and other locations) is covered by the academy. Use of pay-TV is not covered.

7.4. Minibar

Purchases from hotel minibars are not covered by the NMH.

7.5. Tipping

Tipping in restaurants, taxis etc. is not covered by the NMH in line with government regulations.

7.6. Information about where staff and students are travelling

The NMH has access to all itineraries booked via the travel portal.

In the case of student study trips abroad, the person travelling and the staff/student travel coordinator should complete and sign the form on the "Security and preparedness" page on the NMH website. A copy of the completed form should be kept by the staff supervisor if more than one person travel together. A copy must also be submitted to reception on Level 3 before departure.

7.7. Travel insurance

Government employees are covered by the Industrial Injury Insurance Act while carrying out work on business trips. Section 24 of the basic collective agreement shall apply in the event of injury defined as occupational injury under Section 24 (1) of the basic collective agreement. Employees also have accident insurance for the duration of the travel (24-hour cover) in accordance with Section 13 of the supplementary agreement on domestic travel at the government's expense.

The supplementary agreement provides cover for travel accidents resulting in death or medical disability worth up to 15 G. You can read more about insurance cover under the supplementary agreement on domestic travel at the government's expense in the Personnel Handbook for State Employees, Section 9.2.13.

With regard to business travel abroad, please refer to the supplementary agreement on foreign travel at the government's expense.

Business travel is all travel that has been mandated and/or approved travel of a non-regular nature at the behest of the employer/client, cf. the supplementary agreement on foreign travel at the government's expense, Section 9.3.2 (2).

You should always bring all your insurance certificates/cards when travelling abroad. When travelling in the EEA and Switzerland you should also carry a European Health Insurance Card, which you can obtain from the Norwegian Health Economics Administration (HELFO).

Employees or others travelling at the government's expense should take out private travel insurance. This is particularly relevant to employees going on trips not defined as business

travel. Travel insurance for private travel will not be covered by the academy. When booking travel via the travel portal you are also insured through American Express. Students and non-NMH employees whose travel is paid for by the NMH must take out their own valid travel insurance.

8. Reimbursements, allowances, refunds and travel expenses claims

8.1. Deadline for submitting your travel expenses claim

Travel expenses claims must be submitted as soon as possible and ideally no more than 1 month after the travel has been completed.

8.2. Per diem and overnight allowance

A per diem is paid in line with the government's rates for business travel. Meals covered by the organiser etc. must be deducted using government rates. This must be stated in your claim.

In accordance with prevailing legislation, hotel accommodation etc. is covered upon production of a receipt. The employer must also ensure that the accommodation meets criteria for safety, communication and comfort within a reasonable cost limit.

There are separate rates for hotel accommodation within Norway. Please refer to the government's travel allowance scale.

8.3. Use of private vehicle

The use of private vehicles must be approved in advance and is covered by the government's mileage rates, cf. the Personnel Handbook for State Employees. Evidence of prior approval must be uploaded as an attachment in SAP or submitted to payroll.

8.4. Review and authorisation

All travel expenses claims must be reviewed and authorised. This takes place electronically for those registering their claim in the SAP portal. Those without access to the SAP portal should submit their travel expenses claim as a hard copy, which is then reviewed and authorised by the appropriate persons. Receipts should ideally be uploaded to SAP, alternatively you can submit the original receipts to payroll together with a copy of your claim.

9. Other

9.1. Passports and visas

Employees must themselves ensure that their passports and visas are valid prior to travelling.

9.2. Vaccinations for various destinations

The traveller must ensure that the requisite disease prevention measures are taken before travelling to destinations where vaccinations are recommended. The academy will cover the cost of any necessary vaccinations.

9.3. Security and preparedness

All NMH staff and students travelling abroad must follow the advice given by the Ministry of Foreign Affairs and the diplomatic service.

Particular rules apply to travel to certain destinations, and travellers must familiarise themselves with them. The Ministry of Foreign Affairs website also provides advice on how to act in an emergency situation.

Please also see the "Security and preparedness" page on the NMH website. We advise you to carry

with you the NMH preparedness card, which contains information and phone numbers for use in an emergency. You can obtain a card from reception in the admin office on Level 3.

10. Contacts

For queries concerning;

- Booking and approval of travel, please contact the admin reception on Level 3.
- Travel expenses claims, please contact payroll in the department of finance, HR and archiving.
- These guidelines, please contact the department of finance, HR and archiving.