

Instructions for entertainment and official travel

Contents

1	Formalities	3
1.1	Summary	3
1.2	Purpose	3
1.3	Scope	3
1.4	History	3
2	Representation	4
2.1	General	4
2.2	Meal and beverage with meal	4
2.3	Cooperation bodies/Conferences	4
2.4	Gifts	4
3	Official travel	5
3.1	General	5
3.2	Travel expenses	5
3.3	Accommodation	5
3.4	Food	5
3.5	Other	5

1 Formalities

1.1 Summary

These instructions provide guidelines on entertainment and official travel for LinTek.

1.2 Purpose

The purpose of these instructions is for the student union management to know what applies to entertainment on behalf of LinTek and to official travel.

1.3 Scope

These instructions apply to everyone in LinTek.

1.4 History

Draft completed on 3 March 2015 by Malin Rudin.

Adopted by decision of Union Board meeting [No 8, 14/15].

A full editorial history can be found on [GitLab](#).

2 Representation

2.1 General

Representation means occasions when LinTek pays and the purpose is to represent LinTek. The purpose of the representation must be clearly linked to LinTek's activities and endorsed by the Presidium. The LinTek representative may be expected to contribute a speech, gift or information during the entertainment. Representation must always be agreed with the Presidium before it takes place. The Presidium may also make decisions on specific circumstances.

2.2 Meal and beverage with meal

The choice of course, the number of courses and beverages with meals should be made using common sense and be adapted to the situation and occasion. However, the representative must strive to keep costs down.

Beverages with meals are understood to mean beverages that accompany the meal. In addition to non-alcoholic beverages, a standard unit of alcoholic beverage is considered a beverage with a meal. If a beverage with a meal is not included in the cover price, LinTek will only pay for one beverage. LinTek never pays for extra beverage tickets or similar. Beverages with meals should be presented on the same receipt as the meal and should preferably appear under the name of beverage with meal.

2.3 Cooperation bodies/Conferences

When invoicing through another party, the LinTek representative must request an itemised invoice. Such an occasion may be when a party other than LinTek pays the bill and the participants are then invoiced for their own shares. LinTek pays for food during conferences attended by the representative.

2.4 Gifts

LinTek should not give alcoholic beverages as gifts.

3 Official travel

3.1 General

Official travel means any type of travel where a person is expected to represent LinTek. LinTek covers the costs of official travel. No per diem allowance is paid. Official travel must always be included in the budget, unless the travel has been endorsed by the Presidium before it takes place.

3.2 Travel expenses

Travel by rail, bus or air is paid for in full by LinTek, provided that the traveller has chosen a good compromise between travel time and cost. For travel by private car, a mileage allowance is paid in accordance with the Swedish Tax Agency's recommendations.

3.3 Accommodation

LinTek will pay for any accommodation costs for official travel, provided that the traveller has chosen a reasonable accommodation option.

3.4 Food

LinTek will pay for any food costs incurred in connection with official travel, as well as any beverages with a meal.

3.5 Other

LinTek is not responsible for activities during the official travel if these are not included in the ticket price. Any exceptions must be discussed with the Presidium before the travel takes place.