University of Oulu

Travel Guidelines

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The reimbursement of travel expenses for university staff as well as for visiting experts and lecturers will be done in accord with the rules for travel set by the General Collective Agreement of the universities, the financial rules, and the annual decision of the tax authorities regarding tax-free travel expense reimbursement, as well as other instructions given by the tax authorities regarding reimbursement of work-related travel expenses. The annual decision of the tax authority regarding tax-free travel expense reimbursement can be found on the webpage of the tax authority at www.vero.fi.

The reimbursement of travel expenses is also subject to the provisions of Section 17 of the Prepayment Decree (20.12.1996/1124) on the reimbursement of travel expenses due to work.

Passengers and travel invoice acceptors must be familiar with the Travel Directions of the University and follow the instructions given. Travel expenses that are not based on the instructions will be borne by the passenger himself. Travel instructions and regulations apply to both domestic and international travel. In accordance with these Directions, travel expenses covered by external funding will also be reimbursed. The Directions will be followed in all the units of the University.

COMMUTING-RELATED DEFINITIONS

A commute entitled to reimbursement of travel expenses is a journey that an employee makes by an order of the employer to perform a job at a special place of work outside his or her ordinary workplace.

Commutes not entitled to reimbursement of travel expenses are travel between the employee's home and the ordinary workplace and travel between the work location mentioned in a teleworking contract and the ordinary place of work. The ordinary workplace refers to the place where the employee works permanently.

Working abroad is when an employer sends a person to work abroad for a period longer than 31 days and pays him/her a salary from the home country for his/her work abroad. There are separate directions for working abroad, “Working Abroad”.

A SPECIAL PLACE TO WORK

A special place to work means a place in which an employee is working temporarily. A special place to work is located in another place than the employee’s ordinary workplace and outside of a post managed by the employer. The employee is entitled to reimbursement of travel and accommodation expenses for the work he/she temporarily performs to carry out his/her duties at such a workplace.

TELEWORKING

Business trips between teleworking and the ordinary workplace are not compensated. The ordinary workplace is always some post of the University of Oulu (on a local level). Business travel from the teleworking location are made and reimbursed in accordance with the General Collective Agreement of the universities.
SECONDARY WORKPLACE

A secondary workplace is an ORDINARY post of an employer or a community (e.g. a concern) with the same sphere of interest. The employer determines the possible secondary workplace. This kind of post is located in another municipality or in another state. The employee will be reimbursed for travel expenses for travel to the secondary workplace. Reimbursement of travel expenses is subject to the REGULAR performance of work at the other post.

In addition, reasonable accommodation costs will be reimbursed if separate accommodation is required due to the location of the secondary workplace. No daily subsistence allowance, meal allowance or overnight allowance will be paid for work at the secondary workplace, or the travel between a separate place of accommodation and the secondary workplace.

If a person works regularly at different posts of the employers, his or her ordinary workplace is the workplace in the family’s place of residence.

BEGINNING AND END OF WORK TRAVEL

The work trip starts from the employee’s workplace or apartment and ends with the return to his/her workplace or home. The place of departure and return does not need to be the same. If an employee first goes from his/her home to his or her ordinary place of work and goes on to a special workplace, the commute begins when he/she leaves the ordinary workplace. If, on the other hand, the employee leaves for a work trip from his or her ordinary workplace but goes home before the trip to the special workplace, the trip only starts at home.

On the other hand, the work trip does not end if the employee returns to work only for a short-term (max. 1 hour) job and then goes on to another work trip location. If, on the other hand, he/she returns from the work trip to his/her workplace and then leaves to his/her home, the work trip ends at the workplace. The commutes between the home and the workplace are not work trips.

If a person has several homes in different cities, the work trip always ends at home. A home is defined as any of the dwellings owned or rented by the person. In practical terms this has meaning in a situation, for example, in which the person lives in Helsinki and his/her ordinary workplace is in Oulu, where he/she also has an apartment. In this case, only one direction of the work trip from Oulu to Helsinki will be reimbursed, if the person stays at home, for example for the weekend, or otherwise stays overnight in his/her dwelling in Helsinki during the work trip. Staying overnight with, for example, parents, relatives, etc., instead does not interrupt the work trip.

EXTRA TRAVEL TIME

Extra travel time is considered to mean travel time that is combined with a work trip, which the performance of the duties related to the work on which the trip is based or the traveling to a specific place of work does not require to be included in the work trip or in the return from it. Such a time is, for example, staying for a weekend to spend leisure time at a special place of work after the end of work duties.
Extra travel time is possible if there is no extra cost for the employer to extend the trip. The cost of travel and return journeys for extra travel time will be reimbursed to the employee in accordance with the actual costs incurred if the extra travel time is spent at the work destination before the commencement of work or the employee returns from the destination after extra travel time. Travel from a work trip location to a place other than the employee's ordinary workplace or home, however, or traveling to a workplace from some place other than the employee's ordinary workplace or home to the work trip location, is considered the traveller's private travel, the expenses of which are not covered by the University.

No extra lodging or other travel expenses will be paid for extra travel dates if the employee spends extra travel time at a work trip location at the employee's own initiative. Also, the right to daily allowance begins only at the beginning of work duties and ends when the duties are completed. If an employee spends time at a work trip location by the order of the employer, e.g. because of cheaper travel tickets, the University pays for lodging and also for extra travel days. However, the saving in the cost of travel for extra travel time should be proportionate to the lengthening of the travel time, and the travel invoice should have a cost comparison of expenses attached.

In principle, departure to a foreign country for work can be no earlier than the day before the job (e.g. a conference) and the return trip must be started at the latest the next day to compensate for accommodation and daily allowances. However, one extra travel day on the way is allowed if the travel time in each direction is eight hours or more. In domestic travel extra travel days are to be avoided.

In order to verify the travel time, the start and end dates of the trip are recorded on the travel invoice. The official programme of conferences, seminars and other official events have to accompany the travel invoice. If there is, for example, a meeting agreed between project researchers without an official programme, the travel invoice must in the “Additional information about the trip” rubric, for example, indicate what the meeting is about (e.g. a project meeting with organization X’s representative NN) and in addition an invitation or schedule for the meeting. Any other work performed during the trip and any days included in the trip, when the passenger has not performed any duties for the University of Oulu, are also to be mentioned in the additional information about the trip.

**COMBINATION OF WORK AND OTHER TRAVEL**

The University of Oulu will only pay for travel expenses to the extent and for the duration of the traveller's duties for the University of Oulu. For example, people from outside the University often combine their teaching and research visits in Oulu as part of their other work or private trips. On other work trips, they are commissioned by their own employer or an organization other than the University of Oulu.

If, for example, a traveller holds a lecture invited by the University of Oulu and continues from Oulu to another work trip location to perform a job other than commissioned by the University of Oulu, the University of Oulu will only pay the travel expenses to the extent that the duties at the University of Oulu require. The same is true if a person continues his or her journey after their work for the University of Oulu as a private trip or if the work trip includes private travel time.
COMBINING VACATION AND WORK TRAVEL

Combining vacation with work travel should be avoided. If there are exceptionally compelling reasons to combine work and vacation travel and the person concerned has obtained the consent of the travel approver to combine the vacation and the work trip, the vacation days must be specified in the travel request and the travel invoice. Travel expenses during holiday periods are not reimbursed and daily allowances are not paid on vacation days.

WORK TRIP EXPENSES AND THE USE OF A PERSONAL VEHICLE

A work trip must be carried out in the shortest time and with the least amount of cost that is possible for the proper performance of the duties of the work trip. The total cost of the journey must be estimated by the reimbursement of travel expenses, daily subsistence allowances, accommodation allowances, the employee’s travel time wages, and other travel expenses, and any significant savings in employment and leisure time that the choice of vehicle may give.

No compensation will be paid for the trip beyond what would have been paid if the trip had been made in the most advantageous way to the University as a whole. For example, a trip made using your own car will be reimbursed according to what you would have paid for using public transport, if the use of the public transport would have been more favourable on the basis of the total cost.

The use of your own car will be compensated if the use of your own car is justified on the travel invoice for the reasons of the trip or for the performance of work tasks and is more affordable for the University compared to public transport or the University’s rental car supplier and is suitable for the proper performance of the work tasks, or available for scheduling reasons. A list of rental car suppliers with contact and car rental information can be found in Notio under Travel -> Car Hire.

If other employees of the University of Oulu travel with you on a work trip made with your own car, you must mention the names of the employees of the University of Oulu and which portions of the trip these people have ridden with you. If the names of the passengers and the aforementioned portions of the trip are not included in the travel invoice, no compensation will be paid for passengers on board.

Taxi

The use of a taxi is permitted if the traveller has not been able to use public transport in a reasonable manner or it has not been possible or appropriate to use it. The use of a taxi is also justified in unknown destinations. The taxi receipt must always have the date of the trip, the amount paid, and the trip driven (from – to). In addition, the travel invoice is to include the names of the persons riding in the taxi and the reasons for using a taxi.

Bonus benefits

Bonus benefits from work trips (e.g. FinnairPlus) belong to the University, and the less expensive tickets or overnight stays they grant must be used on business trips.
Use of business class

In principle, business-class tickets are not used for work trips by University staff or people outside the University. The use of a business class is only possible if the traveller has a physical disability or illness and requires more space. A compulsory trip that cannot be postponed and no tourist or second-class tickets are available also can justify the use of business class. The use of business class must be subject to prior approval by the approver of travel and travel requests, as well as the Chief Financial Officer and these approvals and the reasons for use of business travel must be presented on the travel invoice.

If no valid reason for purchasing a business-class ticket is given on the travel invoice and if this part has not been added in this regard despite the travel approver’s request, the trip will be reimbursed according to the lower cost category. The difference in price between the more and less expensive classes will thus be left to the traveller to pay himself/herself.

The use of business-class tickets by persons outside the university (e.g. opponents) must also be justified on the travel invoice and its use must be avoided without a particularly weighty reason.

An exception for business-class tickets can be requested from the CFO through the travel secretaries (matkat@oulu.fi).

REIMBURSABLE COSTS

Reimbursement of travel costs means reimbursement of trip, seating, and berth tickets and other comparable essential travel expenses. Compensation for the transportation of work equipment and other objects to be carried by the employee is also considered as reimbursement of travel expenses.

The reimbursement of travel expenses is based on the traveller's travel invoice and the attached receipts and other explanations of the costs claimed. A presented cost will not be reimbursed without a receipt or some other reliable explanation. In addition, it is important that the receipts show what has been paid and how much.

Hotel room price

One room per traveller is the starting point for work trips. The University does not pay for the overnight stay of non-employees. The price of a hotel room is divided by the number of overnight occupants if the other occupants of the room are not University staff, but for example family members whose presence on the trip has not been necessary, e.g. for the purpose of representing the university. This is the case, even if, for example, a person not belonging to University staff had stayed overnight in a single room and this would not have caused the University so-called additional costs.

University staff are always required to use Hansel-priced rooms. If this is not available due to the hotel reservation situation, the reason for a departure from the Hansel price should be mentioned on the travel invoice. Guests of the University are not required to know the Hansel rates of hotel rooms, but Hansel rates must be respected when University staff book hotel accommodations for guests.

Breakfast included in the hotel room price

Breakfast included in the price of a hotel room is not a meal arranged by the employer and thus does not affect the amount of the daily allowance. If breakfast is not included in the price of the hotel room, breakfast is a cost reimbursed with the daily allowance.
Attendance costs in conferences, workshops, etc.

Travellers are reimbursed for attendance at conferences, workshops, scientific clubs and associations, etc. Also the attendance costs for the evening events of these meetings will be reimbursed.

Parking fees

Parking fees are, in return for receipts, reimbursable as travel expenses. Also, parking fees paid by the employee for a car rented by the University will be reimbursed.

DAILY SUBSISTENCE ALLOWANCE

A daily allowance will only be paid to employees of the University. It is a reimbursement for reasonable costs for food and other living expenses (contact with home, etc.) due to the trip. The prerequisite for receiving a daily allowance is a work travel distance of more than 15 kilometres from the place of departure, which is either the employee's own residence or the ordinary workplace. In addition, it is required that the work is carried out at a special workplace which is more than five kilometres from the employee's ordinary workplace and place of residence. If it is agreed with the passenger that no daily subsistence allowance will be paid for the trip, this agreement must be mentioned in the travel invoice under the heading "Additional travel details".

The daily subsistence allowance is paid per day of travel. A day of travel is 24 hours from the departure for the work trip or from the end of the previous day of travel. The day of travel begins when the employee departs on the work trip from his/her home or workplace. The day of travel ends when the employee returns to either one of the aforementioned places.

The payment of a whole daily allowance requires that the work trip has lasted at least ten hours. The payment of a partial daily allowance requires a work trip of at least six hours. A work trip abroad has to last at least ten hours in order to qualify for an international daily allowance. If a work trip abroad lasts less than ten hours, the person will be paid an allowance equivalent to a partial daily allowance.

If an employee receives food free of charge or included in a travel ticket during any day of travel, the maximum daily allowance is half the daily allowance. Free food refers to two meals during a whole daily allowance and one free meal when it is a question of a partial daily allowance. Free meals during the trip must be reported on the travel invoice in the area reserved for this.

The amounts for domestic and international daily allowance are determined by the tax administration's annual guidelines. In addition, the tax administration's decision provides foreign work trip daily allowances for specific cities that are higher than the daily allowances of the countries where they are located. The foreign daily allowance is determined by the country or region where the day of travel ends. If the day of the trip ends on a ship or in an airplane, the daily allowance will be determined according to the country from which the vessel has last left or where it first arrives after departure from Finland.

A 30% share of the maximum whole daily allowance applicable is paid for the entire duration of the domestic secondment (same as secondment abroad). For domestic secondment trips a travel request must be made on the SAP Travel Management System.
Paying for **night travel allowance** requires a minimum of four hours per day of travel between 21:00 and 07:00, and that the employer does not provide free accommodation for the employee and does not pay an accommodation allowance or reimbursement for a berth. The maximum amount of night travel allowance is 13 euros (2019).

**WORKING ABROAD: REIMBURSEMENT OF TRAVEL EXPENSES**

A **passport** is a cost of living for the employee and the cost of acquiring it is not reimbursed. The traveller is also responsible for the validity of the passport. Acquiring a visa is a reimbursable expense. However, the University does not pay the costs of obtaining a **work and residence permit** for a foreign worker or the travel expenses of a new employee when he/she arrives in Oulu.

For work travel abroad, this travel guide is followed.

Working abroad is when an employer sends a person to work abroad for a period longer than 31 days and pays him/her a salary from the home country for the whole period of his/her work abroad. The University of Oulu remains the employer of the employee during the entire trip. There is a separate instruction on working abroad that can be found in Notio.

**RECRUITMENT**

Travel expenses are generally not reimbursed in recruitment situations. In exceptional cases, travel expenses may be reimbursed; in these exceptional cases contact the HR Manager. Exceptional cases are handled individually.

**TRAVEL PAID FOR BY OUTSIDE PARTIES**

For a work trip paid by an outside party, you must always have the approval of your supervisor in order for the trip to be accepted as a work trip. If the trip is paid by someone other than the University of Oulu, the travel request is made to SAP Travel and is processed there as a so-called zero invoice. A traveller who does not have access to SAP Travel will make a free-form travel request in writing (e.g. by email).

The organization paying for the travel should order the travel tickets and travel invoices should be sent directly to the paying organization. If this is not possible, so-called "through invoicing" can be used in exceptional cases. Through invoicing should not be used as the primary way to take care of travel paid by another organization. If through invoicing is used in an exceptional case, the traveller must then indicate on the travel invoice what the paying organization is, its payment details and how much the organization will pay for the cost of the trip.

**Reimbursements to be paid directly to the traveller himself/herself**

Sometimes reimbursement of travel expenses by an outside party is paid directly to the traveller and not to the University. In this case, the traveller must indicate on the travel bill that a third party has already paid or will pay for a part of the trip, who the external payer is, and how much it has paid for the trip. In this case, the traveller will be reimbursed only for the part of the cost of the trip (e.g. daily allowances) not reimbursed by the third party.
REIMBURSEMENT OF TRAVEL COSTS OF OUTSIDE PARTIES

As a rule, taxable expenses incurred by the payment recipients in performing their duties are not compensated (e.g. travel to the workplace). This is stated when drafting a contract. In some cases the payment recipient may deduct the expenses from his/her taxes.

In certain exceptional cases, persons outside the University of Oulu may be reimbursed for travel expenses, but in principle no daily allowance is paid.

On the basis of Article 71 (1) of the TVL, tax-free travel reimbursement is in question only when the employer reimburses expenses to an employee who is in an employment or faculty relationship. The payer of personal payments referred to in Section 13 (1) (2) of the EPL is also deemed to be equivalent to an employer, even if the recipient of the compensation is not in an employment or faculty relationship with the payer. These kinds of personal payments are:

- honorariums
- personal lecture and presentation payments
- payments received for board membership
- payment of a CEO
- salary raised by an associate partner of an open company or a limited partnership
- compensation from a trust.

The list of personal payments is exhaustive.

The University does not pay a general taxpayer (a natural person living in Finland) a daily allowance unless the person is in an employment relationship or receives a payment similar to employment (list above). A limited taxpayer (a natural person who does not live in Finland) can be paid a daily allowance, except for opponents.

REIMBURSEMENT OF COSTS FOR FOREIGN EMPLOYEES

The University does not pay for the housing costs of foreign employees coming to work at the University, the costs of acquiring a residence permit or travel expenses to Finland. Employees coming to work are people with whom an employment contract is signed.

Foreign guests, with whom an employment contract is not made

Travel expenses for opponents, lecturers, etc., whose work performance is paid, are normally reimbursed for travel expenses. Travel expenses for visiting researchers are also reimbursed with the exception of daily allowances. Visiting researchers are researchers or professors who have an employment relationship with another university or research institute and who, in accordance with their research plan, will enter into research or teaching cooperation at the University of Oulu for a maximum of six months. A visiting researcher contract is made with them instead of an employment contract. See the instructions for visiting researchers in Notio.
The University does not function as a landlord or tenant

Persons from outside the University may stay at homes of the University’s staff during their stay. Accommodation and meal costs can be reimbursed equivalent to the night travel allowance. If an apartment managed by a University staff member is rented to a guest during his or her stay, the rental cost will be paid against a travel invoice only to the University’s guest. The guest must make a rental contract for the dwelling with the renter on the University staff, pay the rent to him or her, and certify the payment of the rent with a receipt from the bank or the landlord.

The University does not act as a landlord, i.e. the University does not rent its employee's apartment in its own name to accommodate its guests. Furthermore, the University does not pay its guest’s rent directly to the landlord on its staff, so that the rental agreement cannot be considered to have been made between the University and such a landlord, including the obligations to the tenant that would become a responsibility of the University due to this.

BEFORE THE TRIP

TRAVEL REQUEST

For trips abroad, a travel request must be made on the SAP Travel Management System. An approved travel request is a prerequisite for the validity of the University’s foreign travel insurance. In the case of work abroad of at least 31 days, the trip must also be accompanied by an overseas work trip plan / agreement approved by the HR manager.

It is advisable to make a declaration of foreign travel to the Foreign Ministry.

If a cash advance is requested for the trip, the travel request must be made in advance. An advance payment of up to 90% of the approved future work trip expenses may be paid to the traveller himself/herself.

If the traveller has made a travel request, he/she must make the travel invoice by changing the travel request into a travel invoice and allocating any advances for the trip to the travel invoice. Instructions for making a travel request and changing it to an invoice is found in Notio under Traveling -> Travel invoice. If the travel advance is not used, the traveller will be billed for the overpaid advance.

TICKET RESERVATION

On the basis of Hansel's competitive bidding, travel agency services are produced by CWT Finland Oy for the University of Oulu. Tickets must be ordered through the competitive travel agency and primarily from their online portal. Travel tickets can only be ordered through the competitive travel agency for work-related travel. Travel agency fees are lower for the University for travel reservations made through the travel agency online portal. University credit cards cannot be used to purchase travel tickets, with the exception of conference attendance fees and associated accommodations.

Airline tickets cannot be bought directly from the airline at Hansel competitive agreement prices. In addition to travel agency services, the University is also included in the central government framework agreement for commercial flights. on the basis of this contract, the flights of the winning airline must be used on competing routes in accordance with the provisions of the Procurement Act. A list of these flight routes can be found on the Notio page Traveling -> Book Travel -> Airline Tickets.
CWT Portal

Travel agency CWT services are available at the Travel Services Portal (CWT Portal) at [www.my-cwt.com](http://www.my-cwt.com).

The link to the service and contact information for service user support can be found on the Notio website, under Traveling/Travel Booking. Via the portal, you can book flight tickets and VR train tickets, and make hotel and taxi reservations. Portal services are also available in English and also by using the My CWT mobile app.

For the employees of the University (except in secondary employment relationships), a User Profile for the Travel Service Portal is created as an automatic data transfer from the personnel system. To obtain your username and password, you must register as a portal user before your first login at the portal address [www.mycwt.com](http://www.mycwt.com).

The CWT portal must first be activated. This happens on the front page of the CWT portal under "If you are using this new travel site for the first time, you must first activate your account". Fill in your email address in the field provided and press Next to receive emailed instructions for activating your account.

If the CWT system tells you that your email address is not recognized, then your phone number must be added to the HR system under the personnel information. You can do this yourself in the Certia portal's Who is who function. After you have added your phone number, registration on CWT's system should be successful the next day.

After logging in to the system, it's a good idea to review your profile information. It is especially important to update the mobile phone number used for work trips for exceptional situation information from the travel agency and the personal credit card number as a guarantee for hotel room reservations.

CWT’s other services

Flight and train tickets as well as hotel reservations can also be made by CWT Finland Oy's service team by email at university.fi@contactcwt.com or tel. +358 (0) 205 615 635. After office hours, from 08:00 to 17:00, calls will be routed automatically to CWT Finland Oy's emergency service.

EXCEPTIONS FOR RESERVING TICKETS

1. If the trip is a scholarship trip and the grant is paid directly to the traveller, tickets cannot be purchased on the University of Oulu travel account, but must be paid for by you. A scholarship trip can be paid via the University travel account only if the grant is paid through the University.

2. If the trip is paid by someone other than the University of Oulu, the travel tickets must not be ordered through the University of Oulu, but must be paid for by the traveller, or ask the travel agency to bill the traveller directly.
DURING THE TRIP

TRAVEL INSURANCE

For travel insurance, staff employed by the University and persons traveling on the way to the University of Oulu who hold a travel document issued by the University are insured. The travel document is a free-form written document that shows that the trip has been agreed with the person and the unit is committed to the cost of the trip.

The insurance is valid for both domestic and international travel. For travel abroad, the validity of the insurance requires that the person has received a travel request approval and plan BEFORE departure. The insurance company is OP Vakuutus Oy. Travellers must have a travel insurance card from the University, which can be obtained from the Finance Service’s travel secretaries, cards can also be received from management assistants in units.

There are two travel insurances: travel insurance for a work trip lasting a maximum of three months and a travel insurance for work trips abroad exceeding three months. The work travel insurance is valid throughout the world for both work and leisure time.

INSURANCE COVERAGE

The insurance covers:

- the cost of treating an accident or illness that occurred during the trip
- compensation for permanent harm or death caused by an accident or illness that occurred during the trip
- luggage, covering the property of the insured and property acquired during the trip, as well as work equipment
- travel liability
- travel legal coverage
- reimbursement of travel cancellation and interruption costs, expenses for being late for travel, and home transportation costs

APPLYING FOR COMPENSATION

The traveller makes the damage declarations on the OP Vakuutus Oy insurance company directly online at www.op.fi.

The traveller will also apply for compensation for a cancelled trip. If the tickets for a cancelled trip have been purchased through the University travel agency on the University’s travel account, the compensation for the cancelled trip will also be paid to the University. In this case, the traveller must inform the Finance Service’s travel secretary that a refund for the cancelled trip has been applied for. In this way, the travel secretary knows to expect the insurance company to pay compensation and is able to target the cost of the cancelled trip to the correct tracking destination for accounting.
Among other things, the insurance number (16-638-507-4), the University’s business-id (0245895-5), and account information are asked for in the travel insurance application. The University’s bank account is Danske Bank account 891997-10001029 (IBAN FI66 8919 9710 0010 29). BIC-code DABAFIHH. The bank’s address is Danske Bank Oyj, Hiililaiturinkuja 2, 00075 DANSKE BANK.

WHAT TO DO IN EMERGENCY AND PROBLEM SITUATIONS ABROAD

If you have problems when traveling, you should contact the numbers listed on the Travel Insurance Card.

- OP’s services:
  - Travel emergency service 24/day, tel. +358 102 530 011
  - OP Claimhelp https://vahinkoapu.op.fi/corporate/business-travel

THE TRAVEL AGENCY’S EXCEPTIONAL SITUATION MANAGEMENT

Everyone who books their trip through CWT is covered by the travel agency’s exceptional situation management service. An exceptional situation means, for example, an unexpected natural disaster, such as an ash cloud from Iceland or a tsunami in Japan, as well as an exceptional situation at a destination as a result of war or other conflict.

In these situations, the travel agency will contact the passenger to find out his/her situation and possibilities for replacement travel arrangements. Passenger contact requires that the University’s employees have a passenger profile at CWT, in which the passenger’s mobile number is recorded. The travel agency uses the phone number only for contact in the event of an exceptional situation. CWT’s on-call service helps with emergency travel reservations 24 hours a day, every day of the week. Calls are automatically transferred from the service team number to the emergency service.

EUROPEAN HEALTH INSURANCE CARD

Travellers going to the EU or EEA areas should acquire a European Health Insurance Card for additional security. The European Health Insurance Card provides for medical treatment if you are suddenly ill or have an accident. The card also provides for the treatment required for long-term illness as well as childbirth or pregnancy.

The card provides for medical treatment at the same price and in the same way as people living in the country or destination. In accordance with its name, the card is valid in the EU and EEA countries and Switzerland. The European Health Insurance Card is valid in public health care, at the offices of private doctors who have made a health insurance agreement, and in hospitals that have made an agreement. The card can be obtained for free from Kela. Additional information: www.kela.fi
AFTER THE TRIP

TRAVEL INVOICE CONTENT REQUIREMENTS

Make a travel invoice or change the approved travel request to your travel invoice in SAP Travel. The invoice must be made within 2 months of the end of the trip. If the travel invoice is not made within two months of the end of the trip, no daily allowance will be paid. The units must also ensure that travel invoices for persons from outside the University are made within two months.

1. The following must be shown on the travel invoice (EPA 17§):
   - the beginning and ending time of the trip
   - the purpose of the trip
   - means of transportation
   - travel route and destination
   - a breakdown of travel expenses
   - for international travel, information about the country in which the day of travel ended
   - kilometre amounts and unit prices
   - proof of costs or other statement (receipts, journey log, etc.)

2. In addition, the travel invoice must clearly indicate where the cost of the trip is to be paid (cost centre, project, etc.). According to the University's financial regulation, the travel invoice is approved by the person's supervisor. The supervisor can also accept the invoice for his/her own part and send it to the final approver in the travel invoice system with the button "Accept and send to the final approver". This method of approval may be used, for example, if the cost of the journey is paid from a place other than the traveller's home location and the decision of the other cost centre cannot be made by the passenger's supervisor.

3. Include the following receipts and statements in your travel invoice:
   - Travel receipt. The travel receipt will be sent to the traveller’s email. The travel receipt includes, among other things, airline tickets, accommodations, train tickets, travel agency fees, etc., including VAT, purchased through the travel account.
   - Airline tickets, also tickets purchased through the University’s travel agency. Ticket receipts and printed tickets must be provided for self-paid flight tickets.
   - Train tickets
   - Bus tickets (also for local traffic)
   - Taxi receipts
   - Lodging invoice and payment receipt. The invoice must indicate the number of persons staying in the room, the price of the room and the VAT included, as well as whether the room includes breakfast and any other costs to be covered by the passenger's daily allowance
   - The attendance fee for a conference must include an invoice, a notice of participation from the organizer or a registration form, and a receipt for payment of the participation fee, indicating what the paid entry fee includes, and whether the enrolment has been paid with the University so-called conference card or the person's own payment card. The participation fee may include accommodation, meals, and a possible evening programme.
   - For conferences, seminars, and other official events that a passenger must register in advance and organized by an organization, the programme for that event must be included in the travel
invoice. For more informal events such as, for example, a project meeting, the additional information field for the trip invoice will include "project meeting with NN," "co-operation consultation in x-company," etc. These reports are needed to document travel dates and the purpose of the trip. In the additional information field of the travel invoice, information must also be provided regarding so-called extra travel days if the travel time includes working days when the person has not had any duties for the University of Oulu.

- If part of the trip is billed elsewhere, a copy of this invoice.
- Other possible receipts for reimbursement of travel expenses.
- When using your own car, the route travelled and the length of the route and the reasons for using your own car.

If other employees of the University of Oulu travel with you on a work trip made with your own car, you must mention the names of the employees of the University of Oulu and which portions of the trip these people have ridden with you.

4. Note travel expenses not to be paid through the SAP Travel system on the travel invoice as information costs. These include: invoices sent by hotels directly to the University and travel expenses paid with University credit cards.

5. Use the travel invoice to allocate travel cash advances paid by the University, that is, travel account events and possible cash advances related to the trip. If extra travel account events are seen in unallocated travel bookings, or you know that some travel account transactions are missing from unallocated travel account transactions, please contact the Financial Service’s travel secretary for clarification.

6. Post the travel invoice to the Financial Services travel secretaries 1 Travel for review.

7. Return the travel insurance card to the Financial Services travel secretary.

8. The travel invoice will only be paid against original receipts. Scan the receipts into SAP Travel as pdf files. The receipts will ensure that the cost to be reimbursed was actually incurred and that the payment has been made. In addition, receipts are required to verify the VAT included in the reimbursable costs. The requirement also applies to receipts printed by parking meters and other similar ticketing machines.

The proportion of the VAT paid must always be covered by the reimbursable costs. A mere bank statement is not enough to justify a payment. For example, if a conference registration fee has been paid online, the travel invoice must include the invoice itself, in addition to the online banking document. If a traveller does not receive a receipt for a cash purchase, a ticket must be presented as proof, for example, of a trip made in local traffic.

9. The travel invoice must be made within two months of the end of the trip. If the invoice could otherwise be processed but there is no explanation of the expenses paid by the passenger himself/herself (e.g. receipts from taxi fares) and the invoice has not been supplemented within two months of the end of the trip, only the expenses incurred by the University for purchases through the travel agency will be paid. The traveller may later make a different invoice for the costs incurred by him, but not yet reimbursed.
Note! A travel invoice must always be made for all trips paid by the University, even if the traveller does not receive any compensation for the trip other than the travel ticket (train ticket, airline ticket, etc.) paid by the University, or the University would, for example, reimburse accommodation costs. A travel invoice must also be made if a cash advance has been received for the trip that has covered all the costs of the trip. If a travel invoice is not made, the traveller will be charged for an overpaid cash advance. A travel invoice must also be made for a cancelled trip if the cancelled trip has caused the University to incur costs (cash disbursements, travel tickets purchased on the travel account, etc.). This way the cost of a cancelled trip can be allocated to the correct accounting tracking destination. You must also apply for compensation from the insurance company for the cancelled trip and contact the Financial Service's travel secretary.

Financial Services provides travel advice. Instructions on traveling and travel insurance are also available in Notio under Travel.

INCEPTION

This guide was handled at the University Co-operation Council on December 11, 2018 and will come into force on 1 January 2019.

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CFO