



19 February 2020

**LUND UNIVERSITY**  
Center for Middle Eastern Studies

## **Regulations concerning travel and representation**

### **University Rules and Regulations:**

- Lund University has rules and regulations for official travel. Information is available and can be downloaded from <https://www.staff.lu.se/support-and-tools/business-travel>
- It is the responsibility of each staff member to be familiar with these rules and regulations.

### **Available funds:**

- The CMES allocates 20 000 SEK for travel to each individual who has a full-time employment position at the Centre.
- For those who are not employed full-time, the allocated funds correspond to the percentage of employment. Hence, a CMES faculty or staff who is employed at 50% would receive 10 000 SEK annually.
- The employee and the financial officer of CMES are jointly responsible for handling the allocated funds.
- Non-CMES employees:
  - Individuals who are not employed by CMES but for whom CMES covers partial travel expenses for a specific event, such as conference travel, and employees in other departments at LU are not entitled to compensation for per diem expenses.
  - Before requesting funds from CMES, non-CMES employees are expected to seek support from their home institutions.

### **Procedures for all individuals using CMES funds**

- Prior to making travel arrangements, a travel request form must be filled out and signed by the director or the deputy director of CMES at least six weeks before the commencement of travel. The form can be downloaded from the CMES website.
- The signed form is then to be submitted to the financial officer as part of the request for reimbursement.
- The request for reimbursement should include proof of conference participation or documentation of level of involvement with regards the purpose of travel.
- Researchers should submit a travel request form on behalf of their interns and are expected to manage travel logistics (reservations, etc.) on their behalf.
- All air travel is to be booked by Egencia Sweden on economy class and should include cancellation insurance.
- Ground transportation to and from Kastrup and Sturup are with public transportation.

### **Grants and other sources of funding managed by CMES**

- Projects or researchers using funds from other organizations, such as the Swedish Research Council or the Bank of Sweden Tercentenary fund, for example, must comply with the rules of Lund University and the funding organization.

- A travel request form has to be submitted for signature and should accompany the reimbursement form.

### **Conferences and Seminars**

- Please contact **Maria Löfstedt** ([maria.lofstedt@cme.lu.se](mailto:maria.lofstedt@cme.lu.se)) for details

### **Representation**

- Staff members representing CMES at events such as lunches and dinners should fill out a request form, downloadable from CMES' website, and have it signed by the director or vice director of the center.
- Please note that alcohol allowance is one drink per person present at the event.