

Nikhef business travel policy (April 2024)

Travel less

1. Group leaders and program leaders are responsible, individually and collectively, to be selective on the attendance of Nikhef personnel (permanent scientific staff, PhD graduates, postdocs, support staff, technical and engineering staff) at events (meetings, conferences, etc.) abroad, in particular when these events take place outside Europe.
2. In the selection of attendance to events abroad junior scientific staff has preference over senior scientific staff.
3. Group leaders and program leaders are encouraged to consider business travel objectives such that multiple short trips can be avoided and combined into single, longer trips, even if this implies extra overnight stays and/or working from a remote location for one or more days.
4. We encourage all to consider remote attendance of workshops and conferences when the option is available.

Travel differently: public transport versus air travel

1. For European destinations, travel by public transport (train) is the preferred option, even if the travel time exceeds 8 hours or includes an overnight stay.
2. First class international train tickets will be reimbursed fully.
3. Extra travel time by train is recognized as working time, which can be offset against regular working hours.
4. In approving travel requests budget holders will pay explicit attention to the motivation for air travel, in cases where public transport is a reasonable alternative. Budget restrictions will not be used as an argument to not approve a more sustainable mode of travel.
5. Nikhef does not advocate to include CO2 compensation in the air travel ticket, because CO2 compensation will be handled centrally based on Nikhef's total footprint.
6. For domestic (Dutch) travel destinations, travel by public transport (train) is also the preferred option. If that is too unpractical or too inefficient, employees are encouraged to car pool.

CO2 emission budgets

1. Nikhef will not (yet) instate CO2-emission budgets per group. Instead in the yearly 'platformgesprek' each group leader / program leader will be provided an overview of the contribution from their group in the previous calendar year to Nikhef's CO2 emission footprint attributable to business travel. The conversion factors used will be the same as those used for the annual footprint analysis. Deviations from the recommended policies are discussed and minuted.