



Representation travel policy

Representation trips are one way to acquire more knowledge from other universities and also teach about our own culture. It is an exchange between us and other universities which aims to assist us in our operations. In order to go on a representation trip the following requirements need to be fulfilled.

The purpose of this policy is to enable more students to go on representation trips and ensure section utility. The student division board as well as the travelers should act accordingly to this policy and questions about representation trips.

With this in mind, it is the student division meetings opinion that the representation trips that are in the budget in certain areas within the union, are not in the scope of this policy. This is based on the fact that they already have a mandate to represent the union on these trips. Changes to this mandate should therefore be changed together with the determination of the union budget. These trips are financed with funds from the union.

1. Every traveller should according to the student union board be active in the union work. This does not mean that the persons are active in a comitée.
2. The travellers should during the trip follow the control documents of both the union and the university that is visited. These include and are not limited to: statues, regulations and other policies.
3. The trip should be to another university or forum that benefits the union.
4. A plan includes: travelers, budget, a clear purpose and what benefits the union can draw from the trip, these should be given to the student division board for approval in good time before the trip.
5. The student division board should announce the decision to the applicants at least 10 days after the application.
6. A detailed written travel story should be presented to the student division board at least 10 days after the end of the trip. The travel story should include



but is not limited to a general description of the trip, which experiences the travellers have acquired and which use the union can draw from the trip.

7. The travel trip should be presented at the following student division meeting, either by the travellers or by the student division board.
8. The student division board decides if the trip has fulfilled the purposes and the use to the union. Compensation for the travel costs will be paid with a maximum amount of 13 per mille of a price base amount per person. The trips are funded by the account "Äskningar" in the decided budget.
9. A total maximum amount for the travel should be determined together with the decision about the budget for the calendar year.
10. The trips that are in the budget are not covered in this document but should be presented at the following student division meeting, where the use for the union should be presented.

Established by the student division meeting 1:2019