



Policy for Representation Travels

1 Purpose and Background

Representation travels provide an opportunity to exchange experiences with other universities while sharing Et-sektionen's culture and engagement. Through such exchanges, we gain valuable insights and inspiration that can help develop our own operations.

The purpose of this policy is to promote the opportunity for more members to participate in representation travels and to ensure that these travels generate clear benefits for the student division. The policy serves as a support tool for both the E-styret and travelers when planning, deciding on, and managing matters related to representation travels.

2 Requirements for Representation Travels

To participate in a representation travel on behalf of the student division, all travelers must meet and follow the requirements listed below. These requirements are intended to ensure that the student division is represented in a responsible, respectful, and purposeful manner.

1. All travelers must be active in Et-sektionen's activities. This does not necessarily mean involvement in a association, but the traveler should be part of the student division's community and able to convey its culture.
2. Throughout the travel, the student division's and host organization's governing documents and rules must be followed. This includes, but is not limited to, statutes, regulations, and policy documents.
3. The travel must be to another university or forum that clearly benefits Et-sektionen.
4. A written application must be submitted to E-styret for approval well in advance of departure. The application is made by filling out the representation travel form found on Et-sektionen's website.
5. No later than ten (10) study days after the end of the travel, a written travel report must be submitted to E-styret via email to styret@elektroteknolog.se. The report should include an overview of the travel, insights gained, and a reflection on how the travel benefited the student division.
6. The travel report must also be presented at the next student division meeting, either by the travelers themselves or by E-styret.



3 Reimbursement for Representation Travels

Travelers may apply for financial reimbursement for costs associated with a representation travel. The application is submitted as a *funding request* (*äskning*) and can be approved for relevant costs directly linked to the travel, according to E-styret's assessment. Exceptions include costs for alcohol and any gifts for the host organization.

E-styret reviews the request and decides whether the travel meets the purpose and student division benefit criteria specified in this policy. If approved, reimbursement may be granted up to a maximum amount equivalent to 13 per mille of the price base amount per person.

Note that valid receipts are required for all reimbursement.

Funds for reimbursement are paid out from the budget allocated for "Funding Requests" as set in the annual budget. An overall cap on total reimbursements for representation travels is decided upon when the final budget is established.

3.1 Budgeted Representation Travels

The above reimbursement rules do not apply to travels already included in the budget for specific bodies within the student division. Such travels are excluded because the body has already been mandated to represent the student division and allocated funds for that purpose. Any changes in mandate or scope should be addressed when establishing the student division's budget. Travels that are budgeted directly within the student division's framework are thus handled separately from this policy.