

Contents

- CWTS Travel and Event Attendance Policy2
- INTRODUCTION2
- APPLICATION OF THE INTERNAL BUDGET2
- REQUIREMENTS FOR ATTENDING AN EVENT3
- TRAVEL AND SUBSISTENCE EXPENSES ELIGIBLE FOR REIMBURSEMENT3
- EXCEPTIONS3
- TRAVELING BY STAFF NOT FUNDED BY THE BASIC GOVERNMENTAL FUNDING STREAM4
- APPROVAL PROCESS4
- SUSTAINABILITY GUIDELINES5
- EVALUATION6

CWTS Travel and Event Attendance Policy

Towards a sustainable and financially viable traveling culture at CWTS

Effective as of March 6, 2025

INTRODUCTION

This Travel and Event Attendance Policy establishes guidelines for traveling and/or attending events. The related expenses can be covered by either internal or external funds. In both cases the CWTS [Sustainability Guidelines](#) outlined in this document apply.

Externally funded vs. internally funded

If the costs of the trip are **covered by external funds** (e.g. grants, scholarships, project funds, etc.), please check whether this specific trip was anticipated in the budget and make sure you get approval from the project leader before making expenses. As long as the funds cover the costs, no limitations to frequency of traveling apply. However, all traveling needs to comply with the [Sustainability Guidelines](#) outlined below. Please follow the [Approval Process](#) accordingly. Please also see [Traveling by staff not funded by the basic governmental funding stream](#).

If the expenses are **not covered by external funds**, they need to be paid from CWTS' internal budget of €65.000,- per year, coming from the basic governmental funding stream. This policy establishes guidelines for allocating this budget, aiming to ensure a fair and transparent distribution. Also here, the [Sustainability Guidelines](#) apply.

As the internal budget is limited, staff is encouraged to seek external funding sources to cover (part of) their travel costs as much as possible.

The €65.000,- annual internal budget can support the proposal outlined below but not if all staff applies for it at the same time. This limitation necessitates careful planning and prioritisation, which will require careful financial monitoring by the Institute Manager Finance throughout the year. Staff is encouraged to discuss their travel plans with their line managers as soon as they start making plans. This will not only facilitate financial planning but will also allow for alignment with personal development goals and CWTS strategy.

APPLICATION OF THE INTERNAL BUDGET

Staff is eligible to use this budget for travel and event attendance if...

- Their appointment is funded by CWTS' basic governmental funding stream. (For staff funded by grants, scholarships, or other external funds, see [Traveling by staff not funded by the basic governmental funding stream](#))
- They hold at least a 0.6 FTE appointment

Eligible staff can attend...

- One **intercontinental** event **every two years**. At the start of the year, an inventory is made of staff planning to attend intercontinental events. **Please note, intercontinental trips always require approval from a [committee](#) considering sustainability aspects (also see [Approval Process](#)).**

OR

- One **European** event **per year** (see [Sustainability Guidelines](#)).

OR

- Two **online** events (with registration fee) **per year**.

REQUIREMENTS FOR ATTENDING AN EVENT

- Attendance of the event needs to be in line with CWTS' missions and strategic goals from the Knowledge Agenda.
- Attendance of the event needs to be in line with the [Sustainability Guidelines](#).
- There is an active contribution to the event (e.g. a (poster) presentation, workshop participation, panel discussion, etc.).
Exceptions can be made (see [Exceptions](#) and [For all PhD candidates](#)).

TRAVEL AND SUBSISTENCE EXPENSES ELIGIBLE FOR REIMBURSEMENT

This policy applies to all costs associated with event attendance, such as, but not limited to, registration fees, travel costs, accommodation costs, and daily subsistence expenses. For business trips abroad, accommodation costs will be reimbursed in accordance with the “[CAO Rijk Tarieflijst verblijfkosten buitenlandse dienstreizen](#)”. The daily allowance for meals will be reimbursed at 2/3 of the indicated rate. For reimbursement of expenses for business trips in The Netherlands, please see the [university website](#).

EXCEPTIONS

1. Exceptions can be made for online events exceeding the frequency described above. This is subject to budget availability and requires approval from the line manager.
2. Exceptions can be made for European or intercontinental trips exceeding the frequency described above. This is subject to budget availability and requires special approval (see [Approval process](#)).
3. Exceptions can be made to the requirement of an active contribution to the event. This is subject to budget availability and requires approval from the line manager. A special exception applies to PhD candidates (see [For all PhD candidates](#)).
4. Subject to budget availability, staff working for the UNESCO lab can travel intercontinentally once a year (instead of once every two years).
5. Subject to budget availability, members of the CWTS Board, in particular the scientific director, can travel more frequently to represent CWTS at relevant

international events in their capacity as member of the Board of the centre.

6. Occasional traveling by train within The Netherlands can usually be funded. The budget normally allows for these relatively low costs in addition to European and intercontinental traveling. Requests for approval can be submitted to the line manager and subsequently to the Institute Manager Finance.

TRAVELING BY STAFF NOT FUNDED BY THE BASIC GOVERNMENTAL FUNDING STREAM

- **Staff fully funded by grants**, such as an ERC or Marie Curie, is not eligible to use the internal budget. Event fees, travel expenses, and subsistence costs should be fully covered by the respective grant.
- **Project staff**. Event fees, travel expenses, and subsistence costs should be covered by the project funds. If project funds are insufficient, a request can be submitted to the line manager, and subsequently to the Institute Manager Finance, for top-up support from the internal budget.
- **PhD candidates**
 - a. *Internal PhD candidates funded through CWTS' basic governmental funding stream:*

The same rules apply as for staff funded through CWTS' basic governmental funding stream.
 - b. *Internal PhD candidates on a grant or scholarship (e.g., NWO, ERC, CSC, etc.):*

Event, travel and subsistence costs should be funded through the respective grant/scholarship. If those funds are insufficient, a request can be submitted to the line manager, and subsequently to the Institute Manager Finance, for top-up support from the internal budget.
 - c. *External PhD candidates (self-funded) not working from the CWTS office:*

Event, travel and subsistence costs are not covered by the internal budget.
 - d. *External PhDs candidates (self-funded) working from the CWTS office:*

Provided that the Board has given approval at the start of the PhD trajectory, the PhD candidate is eligible to use the internal budget in the same way as staff funded by CWTS' basic governmental funding stream.

For all PhD candidates: In the first and second year of the PhD project, an active contribution is preferred but not required to attend an event, because the study might not provide enough material yet. However, in the third and fourth year, an active contribution to the event is mandatory.

APPROVAL PROCESS

In general, all travel requests must be submitted to and discussed with the line manager. All traveling needs to adhere to general university policy and CWTS' [Sustainability Guidelines](#).

All intercontinental trips need to be discussed with and approved by a **committee considering sustainability aspects** (see also [Sustainability Guidelines](#)). This committee consists of CWTS colleagues with diverse perspectives on the topic of sustainable traveling. This committee will

consider whether the benefits of the trip for the strategic ambitions of the CWTS Knowledge Agenda outweigh the sustainability costs. Decisions are made based on a deep-democracy-style debate. The CWTS colleague requesting the exception can invite a colleague to join them in the debate.

Intercontinental traveling exceeding the frequency described above requires approval from the line manager, the [committee](#) considering sustainability aspects, the budget holder, and the Board, in that order. European traveling exceeding the frequency described above requires approval from the line manager, the budget holder, and the Board. The Board will approve traveling exceeding the above-described frequency only if a trip makes a significant contribution to realising the strategic ambitions of the CWTS Knowledge Agenda.

PLEASE SUBMIT YOUR EXPENSE CLAIM WITHIN 3 WEEKS AFTER TRAVELING. This will enable closer monitoring of the budget.

After electronic submission of expense claims, these always need to be approved by the activity holder (who may or may not be the same person as the line manager) and the budget holder. If expenses are not in line with current policy, the activity holder and the budget holder need to be asked for permission **in advance of making the expense** in order to prevent rejection of the expense claim.

SUSTAINABILITY GUIDELINES

CWTS cares about sustainability and actively aims to instigate change in its traveling practices. Therefore, on top of the university policy which states that traveling by train is the norm for destinations that can be reached within 6 hours, CWTS applies the following sustainable traveling guidelines:

1. If a destination can be reached by train within 8 hours, the trip should be made by train rather than by plane; exceptions require formal approval from a [committee](#).
2. Intercontinental trips can only be made after approval from a [committee](#) weighing costs and benefits. Intercontinental trips for 'regular' conference visits will not be approved. Intercontinental traveling will only be approved if it is essential for realising the strategic ambitions of the CWTS Knowledge Agenda.
3. Members of opposition committees for PhD defences will be invited to participate online if they are based outside of Europe; if they are based within Europe, they will be offered the choice between in-person and online participation.
4. When working in consortia, CWTS will promote sustainable meeting options.
5. Traveling practices will be discussed in the annual GROW interviews of CWTS colleagues.

EVALUATION

The CWTS Travel and Event Attendance Policy will be re-evaluated at least once a year, with the ambition to make it more sustainable every year, striving to realise a 50% reduction in travel-related CO2 emission compared to 2023.