



THE STUDENT ASSOCIATION

TRAVEL POLICY

Authored by:

Ida Andersson, Business Committee President 16/17
Johanna Lim Falk, Sports Committee President 16/17
Martin Svensson, Treasurer 16/17

Last revised by:

Isabelle Norberg, Sports Committee President 20/21
Jakob Ringberg, Education Committee President 20/21
Spencer Robild, Business Committee President 20/21
Ida Lennström, Treasurer 20/21
Erik Bergmark, Director of Finance 19/20
Allan Caman, Director of Governance 19/20

Approved by the SASSE Council on 2020-05-12

Sveavägen 65, Stockholm • info@sasse.se

Student Association at the Stockholm School of Economics

TABLE OF CONTENTS

1 BACKGROUND	74
1.1 DEFINITION OF A TRIP	72
2 THE PURPOSE OF TRIPS WITHIN SASSE	72
2.1 REPRESENTATION TRIP	72
Mission of Representation Trips	72
Types of Representation Trips	72
2.2 CONFERENCE TRIP	73
Mission of Conference Trips	73
Types of Conference Trips	73
2.3 RECURRING TRIPS	73
3 APPROVING A SASSE TRIP	74
3.1 TRIPS APPROVED BY THE SASSE COUNCIL	74
3.2 TRIPS APPROVED BY THE SASSE BOARD	74
4 REQUIREMENTS BEFORE, DURING AND AFTER A TRIP	74
4.1 BEFORE THE TRIP	74
The Motion	75
The Swedish Tax Agency ("Skatteverket")	75
4.2 DURING THE TRIP	75
Costs	75
Documentation	76
Communication	76
Representation	76
Private Considerations	76
4.3 AFTER THE TRIP	76
Trips Approved by The SASSE Council	77
Trips Approved by The SASSE Board	77

1 BACKGROUND

This policy provides the framework for which types of trips SASSE may finance, as well as the prerequisites that should be taken into account when presenting and approving a SASSE Trip. SASSE only subsidizes trips for participants that are both SASSE members and students enrolled at SSE. This policy applies to all trips mentioned below, they may or may not be subsidised by SASSE.

1.1 DEFINITION OF A TRIP

A trip within SASSE that is affected by this document refers to domestic and international trips to external premises not owned by SASSE.

2 THE PURPOSE OF TRIPS WITHIN SASSE

The purpose of trips financed by SASSE should be to develop the organisation and all trips sponsored must be deemed to be of strategic importance.

2.1 REPRESENTATION TRIP

The purpose of a representation trip is to meet with external parties with the aim of exchanging relevant information, stimulate long lived relationships or discuss matters of strategic importance.

Mission of Representation Trips

Representation trips should aim for at least one of the following outcomes:

- a) Increased revenue for SASSE
- b) Collected strategic information as part of a benchmarking process
- c) Build or maintain strategic relationships with external parties
- d) Create new opportunities for students, such as exchange spots or internships
- e) Enhance the brand and reputation of SASSE or SSE

Types of Representation Trips

Representation trips should fall into one of the following categories:

- a) Benchmarking trips (e.g. the Educational Benchmarking Trip)
- b) Meetings with external parties, of either strategic or operational character (e.g. the Company Trip)
- c) Representation at external events (e.g. attending a career fair at an external location or competing in the name of SASSE)

2.2 CONFERENCE TRIP

The purpose of a conference trip is to create a forum with well-prepared topics for members of a project to meet and exchange information and discuss common issues. The purpose of a conference trip could also be to provide SASSE members with an opportunity to practise and develop common interests as part of a SASSE body or project.

Mission of Conference Trips

A conference trip can both be an operational or a strategic trip. Conference trips aim for at least one of the following outcomes:

- a) Lead to significant improvements for SASSE, the project or the committee
- b) Investigate a distinct topic that is of interest to a significant group of SASSE members which is then to be communicated to the members with the purpose of being educational
- c) Provide SASSE members with an opportunity to practise and develop common interests as part of a SASSE project

The outcome of the conference shall aim for the promised outcome approved by the SASSE Council or SASSE Board.

Types of Conference Trips

Conferences should fall into one of the following categories:

- a) Strategic and educational conferences with external parties (e.g. a conference with the Education Committee of Uppsalaekonomerna)
- b) Internal conferences
- c) Team building conferences (e.g. the Entertainment Committee conference trip)
- d) An extension of a project's recurring activities. Application to participate in such trips must be open to all SASSE Members and not restricted to a specific SASSE position (e.g. London Investment Banking Week)

2.3 RECURRING TRIPS

Recurring Trips are also representation or conference trips, but due to their regularity and function do not require the typical application process and are now approved by the budget process alone. They therefore do not require a motion or project plan for approval.

The following are approved Recurring Trips within SASSE:

- a) The Sports Committee's Tournaments
- b) Surf- and Ski Trip
- c) London Investment Banking Week
- d) Social Committee Culture Trip ("Kulturresan")
- e) Introduction Week trips

- f) Handelsdagarna Project Group Weekend and representation trips conducted by the Handelsdagarna Committee
- g) Der Verein Trip to Berlin
- h) Business Committee Financial Relations trip to London
- i) Trips by the Exchange Committee
- j) Recurring Trips by the SASSE Board (with the exception of the SASSE Board Trip).

3 APPROVING A SASSE TRIP

Unless the trip is a Recurring Trip and thus already approved via the budget, trips can be presented to and approved by either the SASSE Council or the SASSE Board. Trips may only be approved after investigating or evaluating the following:

- a) The value and student benefit that the trip aims to generate for SASSE or SASSE members
- b) Previously approved trips
- c) The total costs in the presented trip budget and the costs per person
- d) The legal and tax related requirements specified by Swedish legislation

It is the responsibility of the SASSE Board and SASSE Council to evaluate the trips using these parameters.

3.1 TRIPS APPROVED BY THE SASSE COUNCIL

Only the SASSE Council may approve:

- a) the SASSE Board trip
- b) the SASSE Company trip
- c) the SASSE Educational Benchmarking trip
- d) the Friedmans Apostlar trip
- e) the Entertainment Committee conference trip and
- f) any new trip with total costs exceeding SEK 20,000

3.2 TRIPS APPROVED BY THE SASSE BOARD

The SASSE Board may approve all other trips so long as total costs are below SEK 20,000. More information can be found in the Financial Regulations.

4 REQUIREMENTS BEFORE, DURING AND AFTER A TRIP

There are certain requirements that need to be followed when going on a trip. The SASSE Council has the authority to partially or wholly withdrawal a granted subsidy if at least one individual has grossly mismanaged their obligations.

4.1 BEFORE THE TRIP

Before the trip can be arranged it must be presented to, and approved by the SASSE Council or the SASSE Board, unless it is one of the Recurring Trips listed above.

The Motion

A proposed trip, unless it is a Recurring Trip, should be presented as a motion to the SASSE Council or SASSE Board well before the trip is to occur, and contain the following:

- a) Purpose of the trip
- b) Project Plan
- c) Schedule/outline of planned activities
- d) Location(s)
- e) Questions to be investigated
- f) Desired output
- g) List of potential external parties to meet with
- h) List of participants
- i) Before the trip can be conducted to, a specific budget must be presented to and approved by the SASSE Council or the SASSE Board. The budget must include specific accounts and notes.

Motions presented to the SASSE Council should be sent to the council in accordance with the Procedure for FUM at least ten (10) days before the next council meeting. Motions presented to the SASSE Board should be sent to p3@sasse.se before 12:00 on Fridays. The SASSE Council and the SASSE Board may make exceptions to points mentioned above.

The Swedish Tax Agency (“Skatteverket”)

To be approved as a SASSE trip, it must follow the regulations specified by the Swedish Tax Agency (“Skatteverket”):

- i. participants must work at least six hours per day;
- ii. if the trip spans a week, then the participants must work at least 30 hours evenly distributed across the week;
- iii. the trip must be beneficial to the organisation;
- iv. there must be a detailed program for the entire trip

For more information regarding the taxation law definitions please refer to <https://tinyurl.com/conferencetrip> (in Swedish) or contact treasurer@sasse.se .

If the trip does not fulfill the above criterias of Swedish taxation law, the SASSE Council or the SASSE Board may decide to invoice costs to the affected person or project.

4.2 DURING THE TRIP

Costs

During the trip, participants should only take costs that have been approved and that are directly associated with the core activities of the trip. Other costs should be covered privately.

Documentation

All discussions, visits and activities must be documented with the purpose of evaluating the execution of the Trip. The documentation should include notes, protocols, pictures and any other material that is deemed to be relevant. The SASSE Council and the SASSE Board may at any time request the documentation from any trip approved by either body.

Communication

Before the trip, the trip planner is responsible for consulting the President of the Media Committee(mediapres@sasse.se) in order to establish a plan for communicating the purpose of the trip towards SASSE members. The President of the Media Committee has the right to decide in what form and extent the trip should be communicated and which channels should be used. You must follow the established communication plan during the trip.

Representation

All participants of the trip are SASSE representatives for the entire duration of the trip, and so must follow all regulatory documents and the further guidelines set by the member of the SASSE Board ultimately responsible for the trip. The project leader is responsible for internally communicating the implication of being a representative of SASSE and what is expected in terms of behaviour.

Private Considerations

Extending the stay or travelling for private reasons in connection to the trip is permitted if the individual notifies the regulatory body which approved the trip. Under these circumstances the individual is then a private person and no longer a representative of SASSE. The individual must then pay any additional costs exceeding the normal budget through an invoice from the Treasury (e.g. a higher cost for flight tickets to another destination or/and on another date).

4.3 AFTER THE TRIP

After the trip, the project leader is responsible for compiling handover material which should include:

- a) Any relevant information
- b) Recommendations for how to improve the trip for the next year should it be repeated

Trips Approved by The SASSE Council

Trips approved by the SASSE Council should be presented at either of the following three (3) council meetings after the trip has ended. The manner of the presentation should be determined by the SASSE Council at the time of approving the motion.

The SASSE Board Trip, SASSE Educational Benchmarking Trip and SASSE Company Trip should always be presented as a written report which is then to be put on file. The form of the written report may differ and should be decided by the SASSE Council beforehand, as the trips have different purposes and outcomes. Exceptions to this can be made by the SASSE Council.

Trips Approved by The SASSE Board

Trips approved by the SASSE Board should be reported to the SASSE Board on either of the following eight (8) board meetings after the trip has ended. The trip should be reported in a manner determined by the SASSE Board in conjunction with approving the motion for the trip.