

*October 2025***Guidance for good practice concerning travel funds from the Department of Economics**

The department supports travel to present research and enhance academic network and collaboration. Travel must be carefully prioritized to ensure fairness and financial responsibility.

Key Principles

Funds are primarily allocated to cover all travel-related costs (e.g., transport, accommodation, per diem, and conference fees) for staff who present research at conferences or similar academic events.

Each researcher is expected to carefully evaluate which conferences are most important for presenting their work. As resources are limited, it is essential to prioritize travel thoughtfully, focusing on events that provide the greatest academic and strategic benefit.

Staff hired to work on external projects (project-funded staff) must as a rule of thumb rely on project funds for traveling. Their travel and presentation costs should be covered by external project funds related to the research for which they are employed.

The department seeks to distribute travel opportunities fairly, with priority given to early-career researchers and those with limited access to external funding.

Travel must be planned, budgeted, and approved in accordance with SDU's travel guidelines.

Financial Responsibility. Staff are expected to:

- Apply for/use external funding whenever possible before requesting departmental support.
- Plan cost-effective travel, including early booking, and carefully considering the number of overnight stays.
- Be mindful that the departmental travel budget is not unlimited and help manage it in a responsible way.

Frequency

As a rule of thumb, the department can normally support a limited number of trips per year (typically 1–2) for staff not funded by external projects. It does in all cases rely on an individual judgment based on the justification, history, alternative options, destination/costs, and seniority.

Budget Limits

Approval depends on available funds and ensuring a balance between travel and other departmental expenses. The policy is a guideline and hence there is no accumulation of travel right and travel funding cannot be saved or carried over from one year to the next.

Approval Process

Pre-approval required from the department's administration (Berfin) before booking.

Review

This guideline will be reviewed annually to ensure fairness and alignment with departmental priorities.