

MO PROSESSI: TUTKIJAN MATKASUUNITELMA JA –LASKU

SCHOOL OF DESIGN PROCESS: RESEARCHER'S TRAVEL PLAN AND TRAVEL CLAIM

This page gives you information for traveling. It describes our policy, and also the process for booking/planning trips. The basic aim is to maximize funds for travels, which requires your cooperation. The better we organize things, the more money there is.

When traveling, keep in mind a few things.

1. **Trips for salaried people only.** We pay trips for those students only who are salaried.
2. **Who approves?** All trips **MUST** be agreed upon with associate dean for research before you travel. He typically consults our supervisor about the trip, unless it is a conference. You can't organize trips without their approval; they're responsible for budgets.
3. **Book through travel agency.** All trips **MUST** be booked through a travel agency. At the end of 2008, through Suomen Matkatoimisto. Trust them: they are good. However, see comment 8 below: it is important not to take the suggestions of the travel agency at face value.

Policy:

4. **How many trips?** Our budget is calculated on the premise that everyone on our payroll gets ONE trip a year.
5. **We pay conferences primarily.** However, one trip a year is not your birthright. We pay only trips for conferences in which you present a paper – but can consider though discourage workshop organizations, posters, and in some cases other trips too. For these other trips, you need an approval from associate dean responsible for budget.
6. **Days on the road.** When you travel, only a minimum number of days are paid. Thus, if you go to a 2-day conference, we typically pay a three-day trip.
7. **No combined vacations.** Vacations cannot be combined to work trips. The logic is simple: extra days on road are off from work at the workplace, and hence, not allowed. This is not a matter of SoD policy: we follow Finnish law here.

In addition, there are good practices to be followed:

8. **Check prices.** We need to book through travel agency, but **ALWAYS** check prices before you go from the Web. Our travel agencies tend to offer expensive flights and hotels by default. Even though they do not probably have deals with airlines and hotel chains, they are not using their money when paying the trips. And, the more business they direct to Finnair and SAS, the better their deals are. They have an incentive to put you to expensive place; this is not in our interest.
9. **Book in time:** flights and hotels get increasingly expensive when the travel date gets closer, esp. in cities like New York. IN general, book at least three weeks in advance.
10. If you go to a conference, **go to conference hotel.** They are typically the best offers in town, and convenient.

Concerning price scale, some policy trips (this is year 2008):

11. **Flights:** always aim at less than 300 Euros in European trips. Associate deans typically do not approve flights if they cost more. When flying to North America and Asia, flights should cost less than 1000 Euros.
12. **Accommodation:** Hotels should cost less than 150 Euros/night. By booking in advance, this ought to be easy to organize even in the world's most expensive cities. Associate dean will routinely turn down hotel bookings if they are in the order of 200 Euros.

| TUTKIJA / RESEARCHER | SIHTEERI / SECRETARY |
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| <p>1. Matkustaja sopii esimiehen (varadekaani) kanssa matkasta ja sen budjetista (mitä rahaa käytetään: osasto vai tutkijakoulu) sekä tekee matkavarauksen itse Suomen Matkatoimistosta (ohje alla). Virkamatka on tehtävä mahdollisimman edullisesti.</p> <p>The traveller discusses with his/her superior (vice dean) the details of the trip including budget (department or DCGS) and makes the reservation him/herself at Suomen Matkatoimisto (instructions below). The trip has to be made with as low budget as possible.</p> | |
| <p>2. Matkasuunnitelma on laadittava Personec Travel –ohjelmalla hyvissä ajoin ennen matkaa. Hyväksytty suunnitelma takaa matkustajavakuutuksen ja luvan lähteä matkalle. Huom! Info-kulujen merkintä (esim. lennot, hotellit tms. jotka laskutetaan eli tutkija ei maksa itse). Lähetys sihteerille käsittelyyn.</p> <p>A travel plan in Personec Travel –program must be filled in well before the trip. An accepted plan guarantees traveller's insurance and a permission to leave for the trip. (Remember to mark the "info costs" that are invoiced to TaiK, so you don't pay yourself). The plan is forwarded to the secretary for handling.</p> | |

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| | <p>3. Sihteeri tekee matkan asiatarkastuksen ja täyttää tai tarkastaa tiliöinti-kentän. Hän joko palauttaa vaillinaisen suunnitelman kommentin kera takaisin matkustajalle tai hyväksyy ja lähettää sen varadekaanille hyväksyttäväksi.</p> <p>The secretary checks the details of the trip and fills in or verifies the bookkeeping line to be correct. She then either returns the incomplete plan to the traveller or accepts it and sends it to the vice dean for approval.</p> |
| <p>4. Tehdään matka / Trip takes place.</p> | |
| <p>5. Matkan jälkeen (viimeistään 2 kk:n kuluttua) matkustaja tekee matkalaskun Personec Travel -ohjelmassa ja merkitsee siihen tarkat menot. Laskuun tulee liittää skannattuna kaikki kuitit, e-ticket ja boarding pass, sekä mahdolliset taksin tai oman käytön kulut perusteluineen todisteeksi matkustamisesta ja kuluista. Kuitit ja todisteet teipataan matkakululomakkeeseen ja sen liitesivuille ja annetaan sihteerille. Matkalasku lähetetään sihteerille hyväksyttäväksi.</p> <p>After the trip (within 2 months) the traveller changes the travel plan into a travel claim in the Personec Travel program. All receipts, e-ticket, boarding passes and possible taxi or own car use must be attached and explained as proof of the trip and the expenses. Receipts are taped to a travel claim form and given to the secretary. The electronic claim is sent to the secretary for approval.</p> | |
| | <p>6. Matkalaskun saavuttua Travel-systeemissä sihteerin käsiteltäväksi matkakululomake ja liitteet skannataan ja liitetään matkalaskun liitteiksi. Tehdään asia- ja numerotarkastus. Jos puutteita matkalaskussa, keskustellaan matkustajan kanssa tai palautetaan lasku, kunnes kaikki tarvittava on tehty, jolloin lasku</p> |

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| | <p>hyväksytään ja lähetetään varadekaanille hyväksyttäväksi.</p> <p>After receiving the claim in the Travel-system the secretary scans the receipts and attaches them to the electronic claim. She then checks the claim and clarifies missing points, if needed, with the traveller. When the claim is complete the secretary sends it to the vice dean for approval.</p> |
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SUOMEN MATKATOIMISTO OY (Sopimuskausi/contract duration: 1.10.2008 - 30.9.2012):

Lento- ja hotellivaraukset / Flight and hotel reservations:

- [Online-itsevarauspalvelussa](#) (suositeltava: edullisin palvelumaksu / online-reservation recommended: low service rate)
- Puhelimitse/by telephone: 010 8268 600
- Sähköpostitse/email: liikematka.hansel@smt.fi

PERSONEC TRAVEL: <https://travel.tietoenator.com/TaiK/>

QUESTIONS & PROBLEMS: travel@tkk.fi or helpdesk@tkk.fi