

## SpareBank 1 SMN's policy on business travel

### Purpose

SpareBank 1 SMN aims to be the leading finance centre in Mid-Norway, and among the best performers in the Nordic region. The group's business travel policy is designed to ensure that necessary travel is undertaken within assigned cost and emission limits.

SpareBank 1 SMN wants to facilitate increased use of video conferencing within the group, and in meetings with customers and partners. In line with our objective to limit annual cost growth to 2%, and to reduce the group's carbon footprint by 8% per year, our employees are expected to opt for climate-friendly meeting and travel arrangements in cases where this is appropriate.

The group wants to encourage business travel that is sustainable, environment-friendly, reliable, efficient and health-promoting for its employees. The travel policy accordingly provides for an accurate and complete record to be kept of the group's travel activities.

Business travel is defined as travel that is not a regular commute and that is required by the employer. In other words, travel which in the employer's assessment is necessary in order to perform official business that cannot be performed digitally or physically at the employee's usual place of business.

### Responsibilities

The policy applies to all types of business travel and to all employees of SpareBank 1 SMN.

The traveller and his/her manager are required to assess the necessity of the journey itself and alternative means of travel viewed from a time, cost and environmental perspective. The traveller and his/her manager are responsible for ensuring a sober-minded cost level and as low a carbon footprint as possible for all travel activity.

It is managers' responsibility to familiarise their staff with the group's business travel policy, and to ensure that the policy intentions are complied with.

### Key principles:

- Prior to all business travel an assessment must be made of the journey in a climate, cost and reputational perspective.
- Meetings lasting two hours or less should not be in person if they involve air travel. Consideration should be given to replacing travel with a video meeting in all cases.

- Green mobility should always be the first priority. Air travel should be curbed as far as possible.
- All air travel and travel involving overnight stays must have prior approval from the immediate superior concerned.
- Meeting venues and times should be planned with a view to minimising the need for travel.
- In order to mitigate risk posed by a possible accident during a business trip, the board of directors, the group management team and other manager groups and departments are encouraged to avoid making travel arrangements where all participants use the same means of transport.

## **Rail travel**

If you choose rail travel, you are choosing the environment. Journey time on the train can be well suited to working, making rail travel a good option for longer domestic journeys too.

Train tickets can be booked/bought most cheaply by the individual him or herself.

For travel by rail, ordinary tickets are refundable. If the entire journey or parts of it are to be spent working, premium tickets that include Wi-Fi and power outlet access, and wider and more comfortable seats, are also refundable.

## **Travel by car**

A car or taxi may be used if desirable on time, distance or efficiency grounds – but in such cases zero-emission vehicles are preferable, and shared transport should be the rule.

Employees can claim a mileage allowance for use of their own vehicle. In the case of cars powered by fossil fuels, the mileage allowance is based on government rates. In the case of electric vehicles or vehicles running on biofuels, the allowance is NOK 0.50 per kilometre.

## **Air travel**

Where rail travel is not a viable option for longer journeys, air travel may be opted for. All air travel requires approval by one's immediate superior before booking.

If you travel by air, always consider whether the meeting you are to attend can be combined with another meeting, thus making the journey doubly worthwhile.

Meetings of two hours or less should not be in person if they involve air travel.

## **Booking and registration of business trips**

All air travel should be booked via our partner [Berg-Hansen Reisebyrå](#). As a general rule the lowest priced option is to be preferred. Economy class should be opted for unless there are very special reasons for a different choice.

Plan your journey early and book in good time. Air tickets are as a rule cheapest when booked 2-3 weeks ahead of departure.

## **Change of journey**

Any change of journey or booking must be made as rapidly as possible to avoid the employer having to pay excess fare (fees, charges etc.).

## **Extending a stay**

Your immediate superior can give prior approval to extend a stay beyond what is necessary for professional and business purposes. A stay may only be extended provided there are no extra costs to the employer. In such cases the business trip is considered to be completed once the employee has completed his/her formal assignment.

## **Use of rental car on business trips**

A rental car may be used where public transport does not meet the need. A rental car should be booked at the same time as your other travel arrangements where this is appropriate. Avis Car Hire is SpareBank1Alliansen's preferred car rental partner. A rental car can also be reserved via [Berg-Hansen](#).

In cases where a rental car is considered necessary, an electric or hybrid car should be opted for wherever possible. Carpooling should be practised to the greatest possible extent.

## **Overnight hotel stays**

Overnight hotel stays in connection with air travel are booked via [Berg-Hansen Reisebyrå](#). Overnight hotel stays (without air travel) can also be booked directly with the partner hotel concerned. Refer to SpareBank 1 to obtain a discount. Agreements have been entered into with the hotel chains First, Thon and Choice. Overnight hotel stays are to be paid for on-site and are refundable after the trip. Any cancellation of a hotel room is done by the employee.

## **Use of bonus points earned on business trips**

Employees are not entitled to use bonus points earned on business trips for private purposes. This is considered a part of group policy. Other benefits associated with holding a bonus card (e.g. SAS Gold Card) may be utilised.

## **Working while travelling**

Employees who intend to work while travelling need to be aware of their surroundings. Mention of information that is worthy of protection should be avoided while on the telephone, and care should be taken that information of this nature on a computer or smartphone screen is not visible to others.

Confidentiality obligations on a business trip are the same as those applying at home. Employees should throughout be aware that little is needed for unauthorised persons to catch what is being keyed in or talked about.