

UFM Official Travel: Guidelines for Guests

These guidelines apply to official travel on behalf of the Ministry of Higher Education and Science. If you have any questions, please contact UFM's travel office at rejser@ufm.dk or tel. +45 7231 8414.

When are you allowed to travel?

You may travel when you have been invited by UFM.

When you travel, you may be reimbursed for reasonable additional expenses related to the travel. You are not entitled to financial compensation for inconvenience or similar.

Official travel will be arranged based on circulars and framework agreements

Whenever UFM arranges official travel, it is based on:

- The government framework agreements concluded for the purchase of airline tickets via CWT.
- The government hotel agreement for hotel bookings in Denmark (via SKI).
- The Danish Agency for Governmental Management's (MEDST) circular on the official travel agreement.
- MEDST's rate regulation circular listing hotel allowance limits for hotel bookings in Denmark and abroad.

Requirement for consistency between dates of meetings/activities and dates of outbound and return travel

You should be aware the timing of your travel must correspond with the dates of the meeting/activity if you want to ensure that UFM can cover your travel expenses. The following applies:

- The departure date must, as a general rule, be the start date of the activity. Likewise, the return date must, as a general rule, be the end date of the activity.
- For activities with an early start time, you may request to travel the day before the activity. Likewise, you may request that the return journey be the day after the activity ends if the activity finishes late.
- If you deviate from points 1 and 2 and choose to travel to and from the activity on days that are not directly connected to the start and end dates of the activity, UFM can only reimburse the amount corresponding to the travel expense you would have incurred for travel directly connected to the activity (cf. points 1 and 2). In this case, you may have to book your ticket yourself. However, you must contact the travel office before booking to be informed of the amount UFM can reimburse.
- If your travel activity for UFM is combined with a travel activity for your main employer, you must ensure that the travel costs are shared between the two parties.

Private companions

UFM does not cover additional expenses for a private companion and does not assist with travel bookings for private companions.

Form of transport and use of private car***Train***

UFM covers expenses for public transport in standard class upon documentation. If you purchase a train ticket for DSB First (DSB1'), you will be reimbursed an amount corresponding to travel in standard class.

Use of private car

If you choose to drive your own car, you will generally be reimbursed an amount corresponding to public transport in standard class.

Taxa

Expenses for taxi transport in Denmark are generally not covered. Expenses for taxi transport abroad may be covered if this is considered the most appropriate and economical mode of transport.

Travelling by air

Air tickets must, as a general rule, be booked through UFM's travel office. The travel office proposes the most appropriate and economical mode of travel. Travel must be booked in economy class. This also applies if you book your tickets yourself.

If you choose to book your own flight ticket, you must contact UFM's travel office to be informed of the amount that can be reimbursed before booking the ticket. If the flight ticket is booked elsewhere than through UFM's travel office without prior agreement with the travel office, it will generally not be possible to obtain reimbursement for the ticket.

Travelling by train

Train tickets in Denmark must be booked by yourself. Train tickets in standard class can be reimbursed by UFM upon documentation. If you purchase a train ticket for DSB First (DSB1'), you can be reimbursed an amount corresponding to travel in standard class.

Hotelbooking in Denmark and abroad***Denmark***

Hotels in Denmark must be booked via UFM's travel office to ensure that the booking is made under the government framework agreement for hotel stays in Denmark.

When booking hotels in Denmark via the travel office, the room is paid by UFM via invoice.

Abroad

Hotels abroad can be booked through UFM's travel office.

You may handle hotel booking yourself in cases where a specific hotel allowance is stated for the meeting destination. The amount appears in the Danish Agency for Governmental Management's applicable rate regulation circular linked to the official travel agreement.

If the country is listed in the circular, you may handle the booking yourself. If the accommodation price exceeds the stated rate, UFM will only reimburse the amount corresponding to the hotel allowance. You may use booking platforms such as hotels.com, booking.com, etc.

Hotel rooms abroad must always be paid upon departure and subsequently settled with UFM.

Bonus points and discounts earned during official travel

Any bonus points and/or discounts earned from flights or hotel stays in an official capacity must not be used for private travel, cf. the circular on bonus points. You are responsible for ensuring that the bonus points are not used privately.

Booking

When booking flights and hotels via UFM's travel office, the following applies: send your booking request to rejser@ufm.dk as soon as you have received your invitation to the meeting/event.

Provide the following information:

- Your full name as stated in your passport
- Where you are travelling from and to
- Preferred departure and return times
- Whether hotel booking is required and whether breakfast should be included
- Whether you require checked baggage or carry-on baggage
- Which meeting you are attending, where and when it takes place (attach invitation, agenda, etc.).
- **The first time** you travel, you must provide your CPR number. If you do not have a CPR number, you must attach a completed payment form (can be requested from UFM's travel office).

Once the travel office has processed your booking, you will receive a proposed travel plan. You are also welcome to submit your own suggestions.

Travel documents

Once the travel office has completed your booking, you will receive your travel documents by email.

When you receive your itinerary/ticket, please check that everything matches what was requested.

Contact UFM's travel office immediately if you discover any errors.

Changes or cancellation regarding your travel

Before departure: contact the travel office at rejser@ufm.dk or tel. +45 7231 8414 as soon as possible.

During travel: contact the travel office during opening hours. Outside opening hours, contact CWT 24-hour service at tel. +45 3363 7777.

The travel office must *always* be informed of any changes or cancellations, including the reason.

Meal expenses

UFM reimburses reasonable additional expenses for meals. Reasonable additional expenses correspond to the applicable hourly and daily allowance rates.

Rates i 2025:

Breakfast 89,55 kr.

Lunch 179,10 kr.

Dinner 179,10 kr.

Fuld board = 447,75 kr./døgn.

Payment with MobilePay

Payment may be made with MobilePay, provided that you can obtain a receipt. The same documentation requirements apply as when paying cash or by credit card.

Travel expense settlement

Your travel expense settlement must be submitted no later than 14 days after the trip has ended to UFM's travel office at rejser@ufm.dk with the following information and documentation:

- Completed expense form (optional – can be obtained from the travel office)
- Receipts, tickets, etc.
- Meeting documentation (e.g. agenda, invitation, email correspondence or similar).

If your place of employment has paid travel expenses on your behalf, an electronic invoice must be sent to the institution for which the travel was undertaken.

Please note that you are not entitled to reimbursement of the same expense from multiple parties.

Reimbursement of travel expenses in foreign currency

Travel expenses reimbursed in foreign currency are paid at the daily exchange rate. UFM does not cover any exchange rate differences. If the receiving bank abroad charges a fee for receiving the currency amount, UFM does not cover this fee.

Expenses not reimbursed by UFM

- Newspapers
- Strong alcoholic beverages (UFM reimburses up to two beers or glasses of wine in connection with a lunch or dinner)
- Tips
- Fines

Contact UFM's travel office

Email: rejser@ufm.dk Tel.: +45 7231 8414

Opening hours: Monday – Thursday 9-15 and Friday 9-14