

**Announcements of the
Justus Liebig University Giessen**

Ausgabe vom
05.02.2024

3.00.00 Nr. 1
Policy for Sustainable Business Travel

**Policy of the Justus Liebig University Giessen
for Sustainable Business Travel**

From 20.12.2023

Previous versions:

	Executive Board of JLU	Announcement
Original version	20.12.2023	05.02.2024

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Preamble

The Justus Liebig University Giessen (JLU) recognises its responsibility to consider the overall societal impact of its operations in its activities. As part of its Sustainability Strategy JLU 2030, it has therefore set itself the goal of reducing its mobility-related CO2 emissions by 30 % by 2030 compared to 2019.

Business trips should be reduced to what is absolutely necessary and climate protection aspects should be taken into account in their planning and realisation. Members of the JLU are therefore encouraged to critically examine the purpose of the business trip and alternatives, such as the use of digital communication systems. At the same time, when travelling on business, it is important to choose the most environmentally friendly means of transport. The avoidance of short flights, the reduction of medium and long distance flights and the prioritised use of low-emission connections are sought. In addition, the critical examination of the need to travel by air, the possibility of direct flights and a possible combination of business travel activities should always be considered to reduce the number of flights.

The regulations set out in this travel policy represent a specification in accordance with the Hessian Travel Expenses Act (HRKG). It emphasises that "environmental and climate protection aspects must also be taken into account when considering the economic viability of business trips" (HRKG, Section 5 subsection 1.1). These regulations also apply to existing general travel authorisations.

§ 1 Choice of transport

(1) Business trips must be undertaken in accordance with the "Principles of economy and efficiency" (HRKG, Section 2 subsection 5.3). Accordingly, the most cost- and benefit-efficient way of conducting business, for example through the use of digital communication systems, should be considered and the duration of a business trip should be limited to what is necessary. In this regard, as well as when choosing the means of transport, climate protection aspects must also be taken into account. For example, the necessary costs of using the train are reimbursed, even if the costs of the journey are higher as a result, for example due to higher ticket prices or additional overnight stays.

(2) As a general rule, the use of air transport for business trips to selected business locations that can be reached by train with reasonable effort is prohibited. This generally applies to business locations in Germany, Belgium, the Netherlands, Luxembourg and Switzerland as well as the following destinations or airports of destination:

- France: Amiens, Besançon, Lille, Mulhouse, Paris, Reims, Strasbourg
- Austria: Innsbruck, Linz, Salzburg

(3) As an exception, the use of air transport to the places of business mentioned in paragraph 2 may be permitted,

- a) if the use of the aircraft results in a considerable reduction in travelling time that is required to perform care tasks (care of children under the age of 12 or relatives in need of care);
- b) if the person travelling has health restrictions (severe disability with a degree of disability of at least 50 and one of the signs G, aG, Gl, Bl, TBl or H or mobility restrictions) that make it unreasonable to use the train or bus;
- c) if urgent business matters require the use of the aircraft;
- d) if a connection to an intercontinental flight has to be reached.

The decision to grant an exception is made by the superior, taking into account the interests of the employer, the requirements of the duty of care, and proportionality. In the case of professors, the dean takes the place of the supervisor. For members of the University's Executive Board other than the President, the President replaces the supervisor. In the case of the President, the University's Executive Board decides on exceptional authorisations. In the event of violations of the regulations, the University's Executive Board reserves the right to take measures.

§ 2 Introduction of flat-rate levies on CO2 emissions from air travel

(4) For greenhouse gas emissions resulting from air travel, flat-rate levies are introduced depending on the distance travelled by plane (short distance [up to 463 km], medium distance [464 to 3,700 km], long distance [3,701 to 7,700 km] and longer distance [from 7,701 km]). These are to be paid into the university's own climate fund, which is used to finance sustainability measures at JLU (e.g. PV systems). Any other compensation paid (e.g. via atmosfair or travel providers) is neither recognised nor covered by the university.

(5) The amount of the flat-rate levies mentioned in § 2(1) is determined by the University's Executive Board taking into account the recommendation of the Joint Commission for Sustainability, and is reviewed annually. The current amount of the flat-rate levies can be viewed on the website of the Sustainability Office.

(6) The flat-rate levies specified in § 2(1) are paid from the current budget of the cost centre to which the business trip is attributed. The charge to the respective cost centre in favour of the university's own climate fund is made centrally by Department D. In cases of hardship, the University's Executive Board may approve an exception to this rule upon request.

§ 3 Entry into force

This policy comes into force on 1 April 2024, with the exception of § 2, which comes into force on 1 January 2025.