

Instructions for BECC travels

BECC pays for travel for researchers travelling to a BECC event. The university that you are employed at pays for your travel, so if you are a researcher at LU –LU pays.

Both Lund University and University of Gothenburg has an agreement with the travel agency Egencia. All trips shall be booked through them.

Detailed instructions

Researchers from Lund University

If you are a BECC researcher at Lund University and travelling to an event organized by BECC (e.g. a Theme meeting) outside of Lund please book your tickets by travel agency Egencia (<http://www.staff.lu.se/support-and-tools/business-travel/how-to-book-a-trip>) and send the invoice, with a small note about reason for travel, through Lupin to Anna Boo.

If you have any questions, contact Anna Boo (anna.boo@cec.lu.se)

Researchers from University of Gothenburg

Book travel and accommodation with travel agency “Egencia Göteborg”, 031-7738715, customer_service@egencia.se. State the order identity (“beställar-id”) of Håkan Pleijel “3130BPLEHA”, when you make your booking.

Please note, that in order to book your own tickets/travel, you will need a personal profile at the travel agency. Contact Catrin Eklöf-Olsson catrin.eklof-olsson@gu.se or Sussanne Hulthen sussanne.hulthen@gu.se and they will help you to set up a profile.

Another option is to ask the person responsible for travel booking at your own department to book the tickets/travel for you.

If you have any questions, contact Susan Gotensparre (susan.gotensparre@bioenv.gu.se) or Håkan Pleijel hakan.pleijel@bioenv.gu.se