

**Specifications for travel arrangements between Tranås Resebyrå and Stockholm International Peace Research Institute (SIPRI, customer ID: 13971)**

*Travel*

- SIPRI has its own cancellation insurance policy and Tranås shall never charge cancellation insurance costs.
- Air travel shall always be booked in Economy Class. Any exceptions to this rule must be approved in writing by either the Grants Manager Lena Kappelin ([grantsmanager@sipri.org](mailto:grantsmanager@sipri.org)) or the Head of Administration Maria Kaemmerlé ([kaemmerle@sipri.org](mailto:kaemmerle@sipri.org)) before the booking is made.
- Travel within Sweden shall primarily be done by train. Air travel is only allowed when air travel is significantly cheaper than train travel or when travel exceeds 500 km. Any exceptions to this rule must be approved in writing by either the Grants Manager ([grantsmanager@sipri.org](mailto:grantsmanager@sipri.org)) or the Head of Administration ([kaemmerle@sipri.org](mailto:kaemmerle@sipri.org)) before the booking is made.
- Tranås shall always strive to find the cheapest ticket and shall always ask the traveller if s/he may leave a day earlier/later or travel by another route if this significantly cuts costs for SIPRI. In this case, “significantly” means a reduction of costs of SEK 1,000 or more.
- Tranås shall always ask if the traveller wants to book a re-bookable ticket. This should always be weighed against the additional costs.
- Everybody booking through Tranås must give a project number to complete the booking. No booking will be allowed without a project number.
- Tranås shall always ask if the traveller would like to book transit (taxi/train to/from airport/hotel).
- Tranås will strive to book RAPTIM tickets (providing they are cheaper than regular tickets), even if not prompted to do so by the traveller.
- Tranås will always ask new travellers to fill in a Traveller Profile for future reference.
- SIPRI will promote the Tranås on line self-service among its staff.

*Hotel*

- Stockholm: If not specified by SIPRI, when booking hotel rooms in Stockholm Tranås shall primarily make reservations close to SIPRI in Solna.
- Tranås shall always give at least two alternatives to hotels on site.
- Tranås shall always ask if the traveller would like to book hotel for his/her overnight stay.

*Groups & Meetings*

- When using Tranås' Groups & Meetings service, Tranås and SIPRI will both allocate one point of contact to simplify communication.
- When using a webpage link for registration of group travels, Tranås will provide two separate Excel lists for all group-bookings: one list with information for costs to be paid by SIPRI and one list with information on travellers' own costs.
- Tranås will respond to travellers' questions/e-mail within 24 hours.
- Tranås will remind travellers' when they have not replied to a suggested itinerary within 36 hours unless explicitly told not to by the SIPRI point of contact.
- Tranås will always give at least one example (of hotel, conference room, transportation etc.) with a clear environmental profile.