

Guidelines of Paderborn University

for more environmentally friendly business trips

Foreword

In fulfilment of our tasks as a university, national and international business trips are carried out and guests are also invited to stay at our university.

Paderborn University is very aware of its responsibility to society as a whole with regard to sustainable development.

The Presidium of Paderborn University is strongly committed to the principles of sustainable mobility and environmentally friendly business travel. In order to fulfil its mandate for sustainable development in line with the NRW 2026 University Agreement, UPB employees and civil servants are encouraged to follow the principles of sustainable mobility when planning and carrying out their business trips.

The decision as to whether you go on a business trip is up to you. The following tips should help you to organise business trips in a more climate-friendly way and actively implement climate protection in this area of your everyday working life.

1. Avoiding business trips

Before every business trip, please check as critically as possible whether it is avoidable or can be replaced by modern means of communication.

In many cases, deciding to organise or participate in an event digitally means lower CO₂ emissions and less resource consumption. The amount of traffic generated by business trips is reduced. The elimination of travelling time results in time savings, which can also improve the work-life balance. There are no travelling costs.

But there are also good reasons to be there in person, because science depends on communication and networking.

Please weigh things up and make a conscious decision about whether to take your own business trip or invite a guest.

2. How can I travel in a more environmentally friendly way?

For business trips, environmentally friendly public transport should preferably be used and air travel should be avoided wherever possible. Note: For train journeys lasting longer than 2 hours, the costs of 1st class can be reimbursed.

Domestic flights should be avoided if possible; when travelling on business to neighbouring countries, please check alternatives to air travel. Travelling by air often seems more time-efficient. Please do not compare the pure flight time with the train journey time, but also take into account the journey to and from the airport, check-in times, security checks and waiting times at the baggage claim areas.

If business travellers decide to use the train for environmental reasons, the necessary costs will be reimbursed, even if this results in higher costs. In addition to the actual travelling costs, higher costs can also arise from additional accommodation costs or additional daily allowances.

When travelling long distances by plane, please give preference to direct flights without additional climate-damaging take-offs and landings.

Business trips with a private vehicle may only be undertaken if there is a valid reason for using it. Please consider the possibility of carpooling when planning your trip.

For events in the local area, you can also consider travelling by bike. As an incentive, the NRW Travel Expenses Act has increased the reimbursement of expenses for distances travelled by bike from 6 to 20 cents per kilometre for 2022 and to 23 cents from 2023.

3. How can I compensate for travelling by plane on business?

Avoiding or reducing CO₂ emissions from business trips should be a priority.

If a business trip with CO₂ emissions is necessary, compensation for the resulting CO₂ emissions can be considered.

Note: Unfortunately, you cannot generally claim compensation payments via the travel expense report, as no basis has yet been created for this in the NRW Travel Expenses Act.

In the case of externally funded projects, it depends on the respective funding conditions whether compensation payments can be settled. Some third-party funding organisations (in particular the DFG) allow this, while others do not recognise compensation payments as eligible for funding. Please check which regulations apply to your project before booking your trip.

For the subsequent travel expense report, an invoice must show the amount charged for offsetting and how much CO₂ is offset. Information on calculating the CO₂ tonnage to be offset can be found at: www.dfg.de/co2-kompensation

Calculations of CO₂ tonnage must be based on calculators provided by the Federal Environment Agency.