

TRAVEL INSTRUCTIONS FOR CLIMBECO PHD STUDENTS

If you travel to a course, meeting or other event outside of Lund organized by ClimBEco, ClimBEco will cover costs for travel and accommodation, **no allowances**.

PhD students from Lund University

Book travel and accommodation with travel agency “BCD Travel Sweden AB”, and preferably by the online selfbooking system. State Billing Unit “Lunds universitet” and Cost Centre “156918”. Your name will automatically be filled in as reference, but as long as the cost centre is right, the bill will go to us. [Log into the self-booking system \(with your Lucat username and password\)](#)

Please note, that in order to book your own tickets/travel, you need to apply for an entitlement in Lucat. Support guide about entitlements in Lucat can be found here:

<https://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/2023-01/Lucat-ansoka-om-ny-alt-ta-bort-ansokt-behorighet-anvandare.pdf>

Here you will find all information on [How to book a trip](#)

Customer service BCD Travel, tel: +46 8 505 461 12

E-mail: lu@bcdtravel.se

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 Camilla King
(camilla.king@cec.lu.se)

PhD students from University of Gothenburg

If you have a **personal profile** you can book your trip online in Medarbetarportalen ([read more here](#) – select “Boka resa online” to book your trip) or by contacting our travel agency “Egencia” customer_service@egencia.se +46 (0)31-773 87 15.

State the order identity (“beställar-id”) of Mats Björkman “3130BBJMAT”, when you make your booking.

If you are missing a personal profile:

You need to ask the head of your department to send an email to one of the persons below (Catrin, Sussanne) to create a profile for you. This is to confirm that you are an employee at University of Gothenburg and shall receive a profile.

We need your primary email address, full name, faculty membership, mr/mrs and preferably mobile number to create a profile. The rules for obtaining a travel profile are that you must either be employed by GU or as external have a temporary order ID.

Contact [Catrin Eklöf-Olsson](#) or [Sussanne Hulthén](#)

If you have any other questions, contact Mats Björkman (mats.bjorkman@gu.se)