

## HOW TO: book travel for your guests

Some of our guests come from outside Uppsala, and we need to book travel for them (within reason – sometimes a Zoom lecture is better than a long trainride for a 2 hour session).

Who: Train tickets are booked by course coordinators (not guests)

What: Train tickets up to 500 SEK return can be booked by coordinators without checking first. More expensive tickets need to be run by the director of studies or an educational coordinator before booking.

When: Book tickets well in advance, this helps keep ticket costs down. Shorter trips with fixed price, like the Uppsala-Stockholm train, can be booked later

How: To book tickets, you'll need to set up a business account with SJ, using the account number for UU.

### Guide to linking your SJ account to UU's business travel account:

- 1) Go to the website of SJ via the following link [www.sj.se](http://www.sj.se)
- 2) Log into your account at SJ (if you do not have one, please set one up)
- 3) Chose "my page"
- 4) In the column on the right side choose "join a corporate agreement"
- 5) Add the account number for the department of earth sciences (946113) and verify with or without Bank ID (preferably with). The connection takes about two days to process.

*When your SJ account has been connected to the department account number you will see a Business trip tab next to the private trip tab. If you are using the app and not the website, you will have the option to choose company price after you have chosen your train departure and return.*

### Guide to booking tickets for lecturers:

You need to connect your SJ account to the department's business account first. See above.

- 1) Go to [www.sj.se](http://www.sj.se) and log in
- 2) Search and choose to/from and date for the ticket(s), mark it as a business trip and remove yourself as the default traveler and change it to "adult", "continue"
- 3) Chose time(s) and ticket(s), "continue"
- 4) Look at overview to make sure all travel details are correct, "continue"
- 5) Chose delivery method.  
Here, you can also set so that the ticket is sent directly to the lecturer/traveler, if you would like.  
Add the name, email and mobile phone number of your guest  
Under "Payment method", chose travel account and add 161CEM and your name as invoice reference  
Check the box that you accept the terms and conditions and book. You will be asked to confirm with Bank ID.