Coalition Clean Baltic

Travel Policy

Coalition Clean Baltic

2026

TABLE OF CONTENTS

1 Key Principles

2 Before planning a trip

3 During trip planning

4 During a trip

5 After a trip

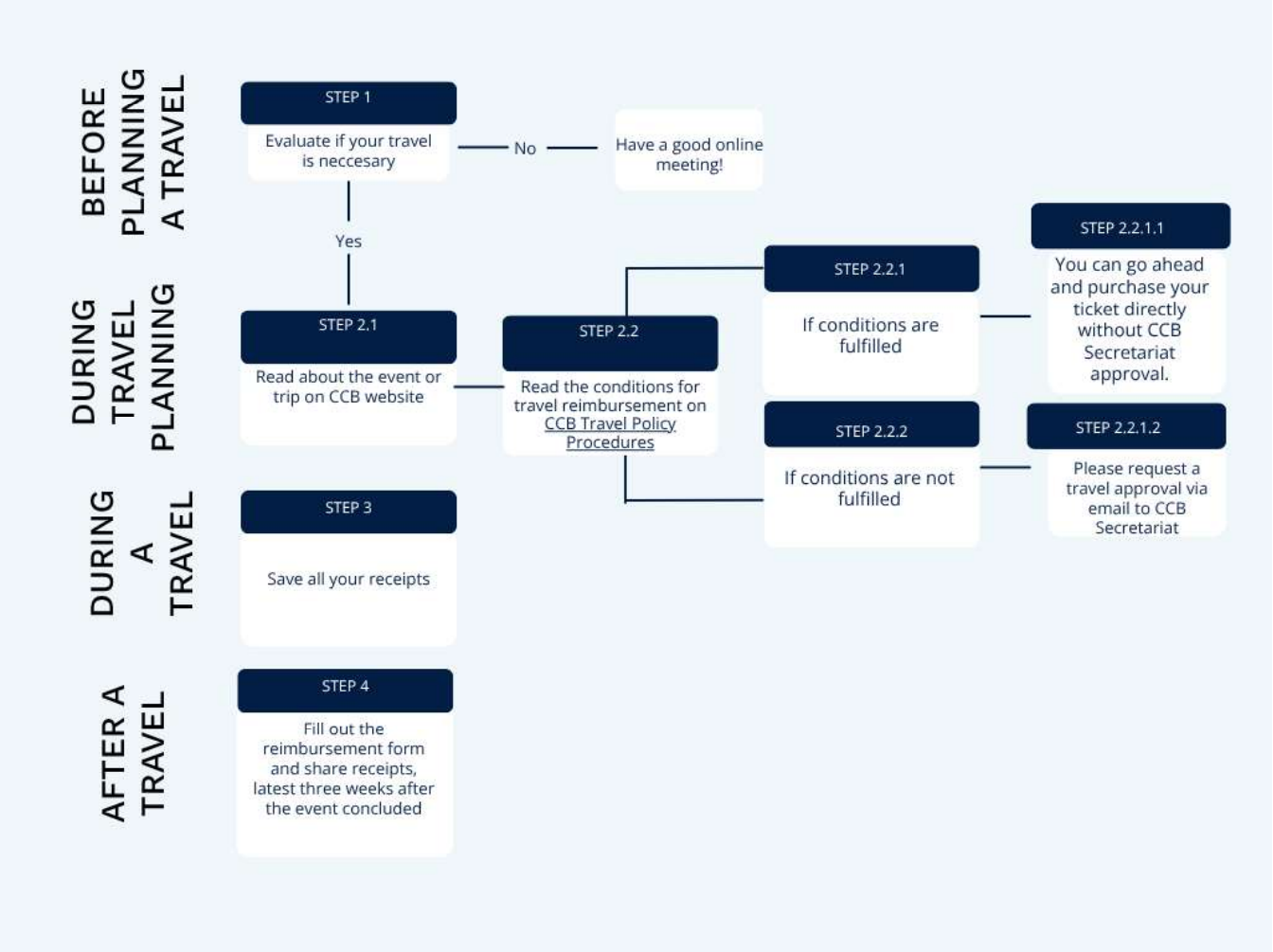
6 Review of the Travel Policy

INTRODUCTION

The aim of the Coalition Clean Baltic (CCB) Travel Policy is to guide representatives when travelling for CCB work-related purposes. The policy encourages environmental accountability and support CCB to make responsible, safe, and fair travel decisions that align CCB's mission to protect the Baltic Sea environment and advance sustainable development across the region.

The provisions of this Travel Policy apply to the travel of CCB Secretariat, CCB's advisers, observers, partners, volunteers, guests and the staff of the CCB member organizations when travelling for CCB-related purposes and when paid from CCB's budget, hereinafter referred to as "CCB travellers". The CCB Executive Secretary supervises the implementation of the Policy.

The following decision tree helps you to navigate this policy during different phases of a trip: before, during and after a CCB related travel. As each CCB event has its conditions and project coordinators, CCB encourages to read the event and its conditions on the CCB website as well as read carefully the travel reimbursement conditions on CCB Appendix 1. CCB Travel Procedures.



KEY PRINCIPLES

01 THE NECESSITY OF A TRIP

CCB recognizes the need to minimize travel-related environmental impact and encourages the use of online meeting where these are equally effective. In-person meetings remain appropriate when adding value – such as relationship-building, complex decision-making.

02 ENVIRONMENTAL, SOCIAL & FINANCIAL IMPACT OF TRAVEL

All CCB travellers agree and are responsible for following the principles and obligations of this Policy. They should take into account the environmental, financial and social impact of any travel they undertake.

If this policy and Appendix 1. CCB Travel Procedures have not been followed, travel expenses will not be reimbursed.

03 REPUTATION OF CCB

CCB travellers are representing the network on their trip, and it is important that they are aligned with CCB's environmental work and set an environmentally friendly example for more people to undertake sustainable travels and have a less negative impact on the environment.

04 SAFETY & INCLUSION

When considering a means of travel, CCB travellers' health and safety are of high importance. CCB takes into account the health of its travellers and promotes flexibility, and inclusivity for all CCB travellers. CCB ensures accessibility and safety for all its travellers. CCB supports people with functional impairment or disability when arranging travel and accommodations.

BEFORE PLANNING A TRIP

Before planning any trip, it is essential to see if this travel is necessary or could be avoided. CCB travellers should use the questions in Box 1. "Questions to answer before planning a trip" to evaluate if the travel is necessary or could be avoided.

Be aware that flying is discouraged within CCB. Reducing flying and travelling less frequently is the most direct way of curbing CCB's carbon footprint. If a trip cannot be avoided, it is essential to look for the eco-friendliest way of transportation. For more guidance on travel carbon footprint see Appendix 1. CCB Travel Procedures.

Be aware that CCB travellers and CCB event organizers are responsible for applying this policy. The CCB Executive Secretary shall be informed if there is a need to deviate from the Travel Policy and this deviation can only be done with their approval.

CCB has prepared a "Safe Trip Checklist" with some advice on how to be safe when you are travelling.

Questions to answer before planning a trip or event

- Can the event be organized online?
- Is my participation in the event essential? For instance, but not limited to:
  - Direct role or responsibility on the event.
  - Decision-making power or expertise necessary for discussions or approvals.
  - Direct benefit from the event (e.g. training, compliance)
  - Relevance of the trip to my work and organization.
  - Opportunity to meet key people in connection to the meeting.
- Can I participate online in the event?

Box 1. Questions to answer before planning a trip or event

DURING TRIP PLANNING

CCB requirements for travelling

As a general rule, CCB travellers should always select the most environmentally friendly way of travelling. As an umbrella organization representing ENGOs, CCB travellers are expected to implement and act on best environmental practices for travel.

CCB travellers are responsible for travel booking, reservation and for fulfilling the conditions for reimbursement before, during and after travelling - stated on Appendix 1 CCB Travel Procedures of this policy.

It is the responsibility of the CCB travellers to stay within the budget of the trip/event they are attending. Any deviation in cost from the stated budget stemming from choosing a more environmentally friendly means of transportation must be pre-approved by CCB Secretariat staff and/or the Executive Secretary.

CCB recognize the diverse contexts and circumstances CCB travellers might face, therefore the CCB Secretariat could reserve the travel on your behalf. In this context, CCB travellers should send personal information to your contact person at the CCB Secretariat of the CCB event you are planning to attend. See Appendix 1 for more information.

CCB recognize diverse travel needs and circumstances CCB travellers might face, therefore only on special circumstances partial participation of CCB events is allowed and require review and approval by CCB Executive Secretary beforehand.

Means of transportation

This section provides CCB travellers with information about the selection of transportation, depending on travel time. Moreover, it gives further considerations depending on the type of transport.

Travel time

- Journeys that take **less than 6 hours one way** should be completed both ways by train or public transport.
- Journeys that take **between 6 and 10 hours one way**, train travel is encourage for at least

one way; both ways if possible.

- As a general rule flights both ways are not permitted for destinations that can reasonably be reached between 6 and 10 hours one way. However, if your circumstances do not allow to reach your destination please follow the procedures on Appendix 1 CCB Travel Procedures.
- **For journeys lasting less than 48 hours** - including flights, no checked-in baggage can be made from CCB expenses. Cabin bag could be included.
- **For journeys longer than 48 hours,** CCB travellers are asked to include checked-in baggage at the time of booking to minimise costs or when this is not possible, be prepared to pay and submit receipts after the trip.
- One should ensure the ability to feel well upon arrival - an overnight stop is an option.

Public transportation, cycling & walking

- Short travel (e.g. commuting to work) should be environmentally friendly. Walking, biking (personal or rented bike) or using public transport is encouraged and should always be done when possible.
- Use public transport to all destinations, when possible, train is the preferred option and flying is an exception.
- If taking a sleeper train or arriving late at night, CCB travellers can take the morning of the arrival home as time off in lieu, to help them to recover.
- Only second or economy class (bus, train or flight, respectively) is allowed for purchase, unless first-class prices are lower.

Taxis

- Public transport is a preferred means of transport, but CCB recognises that there are occasions when using a taxi might be needed (e.g. accessibility and inclusivity, excessive amounts of luggage, no public transport available, safety issues due to the area or time of day/night, etc.).

Car use

- If there are circumstances when public transport is not available or feasible, 'pool' cars, rented cars or personal vehicles can be used. Due to the environmental impact of private transportation, the use of a car shall be approved by the CCB Executive Secretary.
    - Carpooling should be considered as the first option if a vehicle is required to limit carbon footprint and reduce travel costs.
    - When using or renting a car, opt for an electric vehicle or if it's not possible at least a hybrid and fuel-efficient vehicle (smallest possible, size fit to purpose).
    - When using a private car, car insurance is the responsibility of the driver. If a rental car is used, ensure insurance is included when booking.

Travel to CCB event location

CCB travellers are encouraged to use the "Travel and Climate" and/or "MyClimate" carbon footprint calculators for CCB events. See Appendix 1 for more information on how to calculate your carbon footprint.

If CCB organises an event, it is essential to make the combined travel carbon footprint of attendees the main consideration when deciding on meeting destinations and modes of transport. Where CCB is not an organiser of an event or trip, CCB representatives can suggest a meeting location that would have less impact on the environment.

The organisation of CCB events should be made following the Guide to Sustainable Event Management on venue, accommodation, in-country transportation for excursions, and catering.

Other considerations

Accommodation

The CCB Secretariat will arrange hotel accommodation or reimburse hotel accommodation based on the cost of hotel accommodation incurred for every night spent on work-related travels.

- The hotel should be located within a safe location and reasonable commuting distance from venues of major activities of the trip.
- The host organisation should aim to prioritize eco-labelled locations, facilities, activities and hotels.

Insurance and visa

- CCB travellers should have valid and necessary travel documents (e.g. ID card, passport, visa) and read the terms and conditions before purchasing tickets or travelling.
- CCB travellers covered under the Travel Policy will be primarily responsible for arranging their own insurance. CCB does not reimburse travel insurance for EU residents as they should be already covered by their home organization or the Blue European health insurance card.
- The CCB Secretariat will provide support in making visa arrangements if needed.

DURING A TRIP

Expenses related to the trip:

- CCB travellers should keep all receipts of the travels and be ready to send digital copies of receipts via email along with the online reimbursement form. See more information about reimbursement procedure below “Reimbursement principles” of this policy and at Appendix 1. CCB Travel Procedures.
- Any costs related to excess baggage are the responsibility of the CCB traveller and will not be reimbursed by CCB
- Personal frequent flyer numbers, or codes for travel and hotels, cannot be used for work-related travels linked to CCB-related expenses.
- CCB travellers cover excess costs of the initial itinerary resulting from deviations for personal reasons.

> The trip should be planned ahead as much as possible to avoid additional costs.

AFTER A TRIP

CCB travellers should report their trip and their CO_2 emissions from travelling by using the online reimbursement form provided by the CCB Secretariat. Digital copies of all receipts need to be submitted.

Offline/word format is available upon request from the CCB Network Officer via network@ccb.se, and cc: secretariat@ccb.se.

Reimbursement principles

CCB's Travel Policy and Appendix 1. CCB Travel Procedures should be read before travelling and incurring bookings or expenses. If this policy and guidelines have not been followed, travel expenses will not be reimbursed.

Travel documents

- Relevant receipts or supporting documents and reimbursement requests should be submitted, preferably digitally, to the CCB Secretariat as soon as possible and latest three weeks after the trip or event.
    - Travel document submission should include scans or copies of receipts in one PDF, along with the completed reimbursement form.
    - Documents should be submitted in English or Swedish. For other languages, a note about the document's content or a translation into English must be provided.
    - Original paper documents are not required to be submitted but CCB travellers are encouraged to keep originals in the event of an audit for 7 years.
    - Boarding cards (e.g. flights or trains) aren't required but may be included as supporting documentation if available. Please keep the originals for 7 years in the event of an audit.

- To ensure transparency and proper financial control, all reimbursement requests must include relevant receipts or supporting documentation.
- Daily subsistence allowance (per diem) is paid only to CCB secretariat staff members, according to the Swedish Tax Agency's standard rates or the terms of the employment agreement.

Misconduct

- Inappropriate expense claims or deliberate misuse of authorised travels may result in rejection of compensating travel claims and/or requests for paying back travel costs.
- CCB travellers are responsible for submitting complete reimbursement forms containing all

the accurate and relevant information, including bank account details, CO2 calculations and receipts.

Processing time

- CCB Secretariat processes CCB travellers' claims within three weeks when the majority of the CCB travellers have submitted their reimbursement forms and receipts or supporting documentation, and when the reimbursement form has been verified by the CCB Secretariat.

Restriction on cash reimbursements and liability limitations

- Cash reimbursement is avoided but exceptions can be made based on the CCB Executive Secretary´s decision, primarily in cases where bank transaction costs exceed [10%] of the expense to be reimbursed or it's impossible to use a bank transfer.

- CCB is not liable to pay or reimburse medical or related expenses incurred by CCB travellers for, or in connection with, their participation in meetings and CCB events.

In case of missed/cancelled reservations (transportation, accommodation)

- CCB travellers should inform the CCB Secretariat and any company having a reservation in the name of CCB travellers (e.g. hotel, airline, event organiser) as soon as possible.

- CCB travellers should provide an explanation of the situation to the CCB Executive Secretary. The reimbursement of the trip is based on the CCB Executive Secretary´s decision.

- In case of cancellation for medical reasons, a medical certificate must be obtained to claim travel reimbursement from the transportation provider and/or CCB.

Food expenses

- Expenses made during travel for vegetarian menus, non-alcoholic drinks, transport, and visa-related costs are refunded based on claims, invoices, bills or by filling in CCB's reimbursement form. Vegetarian menus include a variety of vegetables, grains, legumes, dairy products, eggs and other plant-based ingredients.

- CCB events aim to serve vegetarian menus. CCB travellers that prefer menus with meat/fish will cover the additional costs on their own.

Transportation

- Work-related travels by public transport are fully reimbursed via the reimbursement form.
- For use of a private car, costs will be reimbursed at an allowance per km (according to Swedish national legislation) and only if another more sustainable transport mode isn't available. Travel in Sweden: mileage rate calculation is established by the Swedish Tax Authority. The use or rent of a car shall be pre-approved by the CCB Executive Secretary.

REVIEW OF THE TRAVEL POLICY

This Policy was approved in June 2026. It is due to be reviewed every two years, so the next due date is in 2028. It can be reviewed and updated before the due date to take into account continual improvements and changes to any associated legislation and best practices.

Contact

Coalition Clean Baltic
ÖSTRA ÅGATAN 53,
753 22 UPPSALA
SWEDEN
secretariat@ccb.se

Appendix 1 CCB Travel Policy Procedures

Coalition Clean Baltic

Travel Policy Procedures

Coalition Clean Baltic



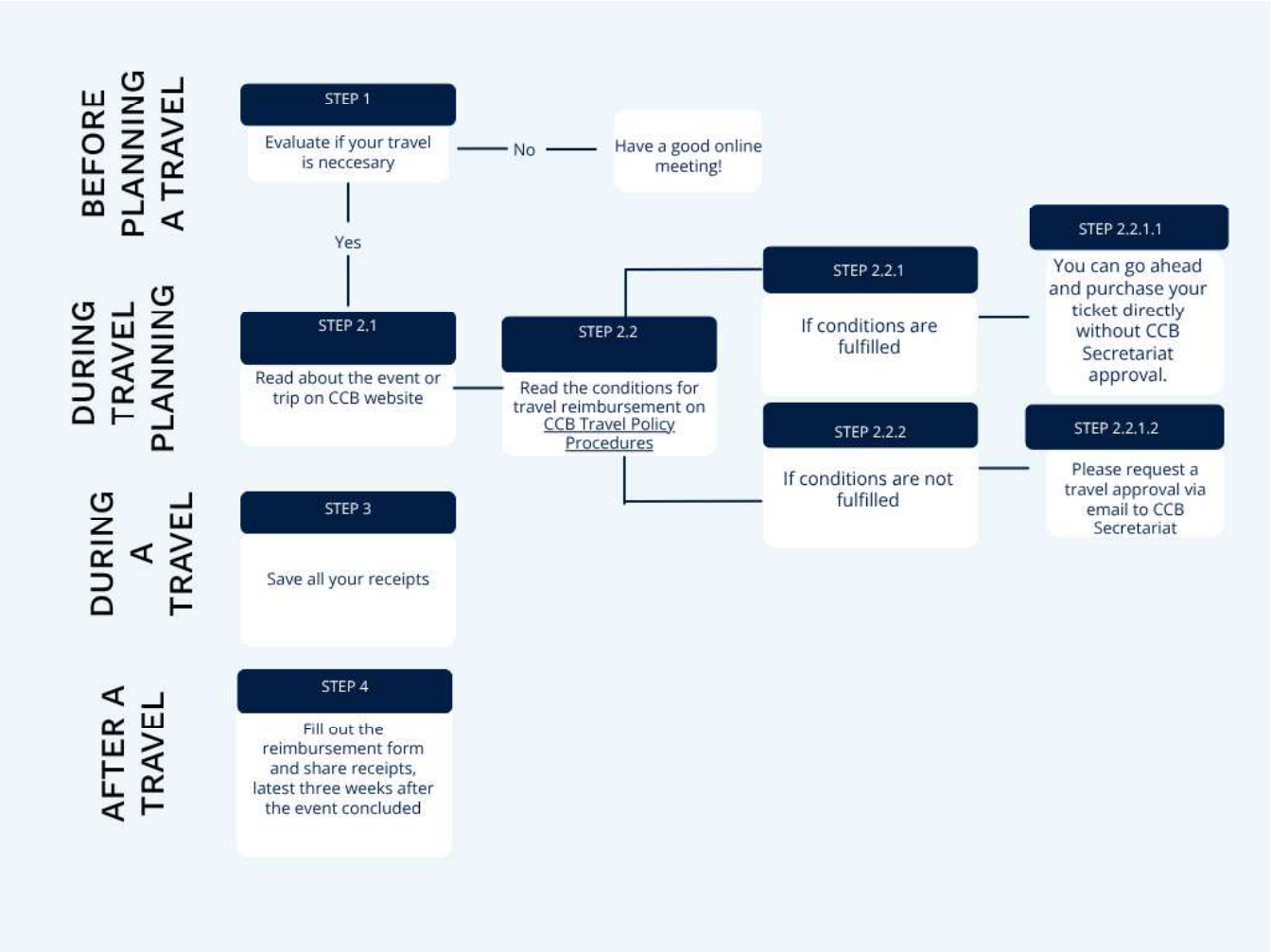
2026

Table of Contents

Overview of the Guidelines 3
Conditions for travel reimbursements 4
How to calculate your CO2 emission for transportation? 7

Decision Tree

The following decision tree helps you to navigate this policy during different phases of a trip: before, during and after a CCB related travel. As each CCB event has its conditions and project coordinators, CCB encourages to read the event and its conditions on the CCB website as well as read carefully the travel reimbursement conditions on this CCB Appendix 1. CCB Travel Procedures.



Conditions for travel reimbursements

Before traveling

☐Are transport costs within each CCB event's transportation budget?

Please note that the budget varies depending on CCB event (currently below 200€). CCB transportation budget is usually visible on the website of the CCB event, invitation emails, newsletter and other channels.

☐Are you participating throughout the whole CCB event?

☐Are your travel CO 2 emissions below 500 kg/p?

If you answer "yes" to all the points above, you can purchase your ticket without CCB Secretariat approval.

If you answer "no" to one or more of the points above, please contact your CCB Secretariat contact point.

Important notes

- If you already bought a travel ticket before approval, CCB Secretariat will reserve the right to reimburse travel expenses to CCB travelers on a case-by-case basis.
- CCB Secretariat will not bear responsibility for any costs of the bookings made via third part travel agencies / websites.
- Any deviation in cost from the stated budget stemming from choosing a more environmentally friendly means of transportation must be pre-approved by CCB Secretariat staff and/or the Executive Secretary.
- CCB recognize diverse travel needs, only special circumstances for partial participation are allowed and require review and approval with CCB Executive Secretary beforehand.

If CCB buy your tickets

- CCB recognize diverse contexts therefore CCB can reserve the travel on your behalf, please send to the contact person (usually CCB Sec. and/or WAL&G) of the CCB event you are

planning to attend, the following information:

- Full name (matching your passport)
- Email
- Phone
- Date of birth,
- Sex
- Nationality
- Passport number
- Destination
- Preferred travel options (please share screenshots, incl cost travel dates and times)

CO2 Emissions considerations

- CCB travelers should use "Travel and Climate, (travelandclimate.org)" for calculating CO 2 emissions from transportation and submit the data to the CCB Secretariat via the reimbursement form. See guidance on "How to calculate your CO2 emission for transportation?" The limit of 500 kg/p of CO2 emissions is based on "Travel and Climate" methodology.

- If travel CO2 emissions exceed 500 kg/p, CCB travelers should request a travel approval via email before purchasing, incl. justification why the trip needs to be carried out with the selected means of transportation.
  - Contact the person (usually CCB Sec. and/or WAL&G) of the CCB event you are planning to attend, with CCB Executive Secretary in copy.

- If travel costs exceed the limit set in CCB budget (currently 200€), CCB travelers should request a travel approval via email before purchasing, incl. a justification why the trip could not be carried out by less expensive means of travel.
  - Contact the person (usually CCB Sec. and/or WAL&G) of the CCB event you are planning to attend, with CCB Executive Secretary in copy.

During travel

☐Save all your receipts

After travel

☐Fill out CCB travel reimbursement form, completely and with accurate information, including CO2 emission calculations.

- CCB event organizing team communicates and sends the form well in advance.

☐Share via email to your contact person (within CCB Sec. staff) of CCB events the following information

- Bank account details and receipts in one PDF.

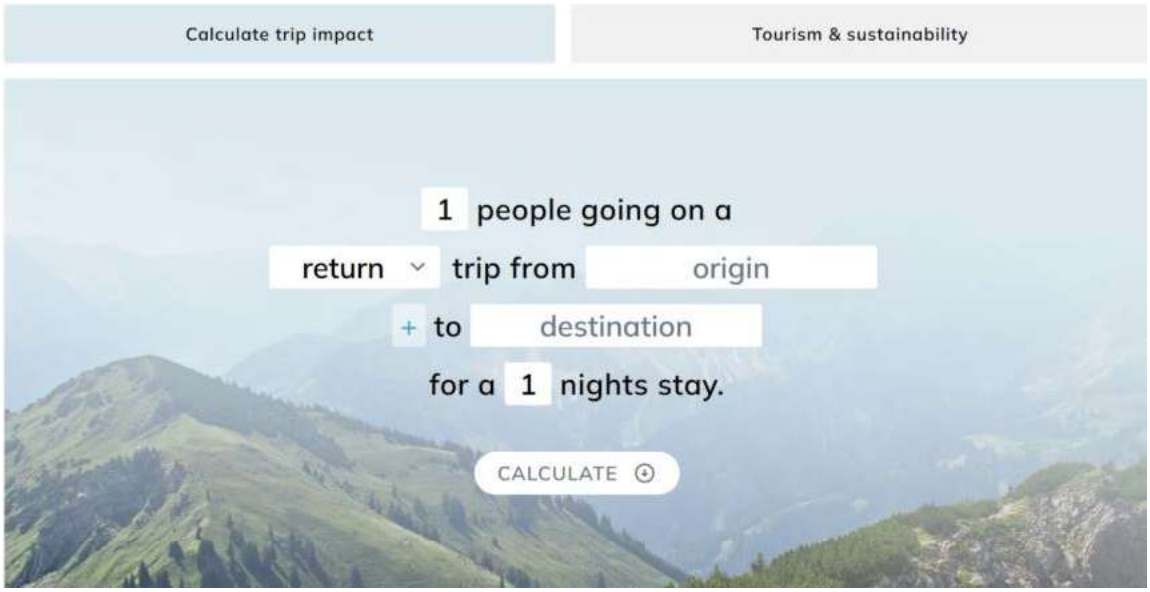
- To process your request faster, we would appreciate if you could name the subject “Name_Event_Reimbursement Request” and use the following template: “I request reimbursement for my travel to [INSERT CCB Event names and date] to the bank account [INSERT BANK ACCOUNT] for the amount of [Number and Currency]”
- CCB travelers fill out the reimbursement form and share receipts, latest within three weeks after the trip has ended.

How to calculate your CO2 emission for transportation?

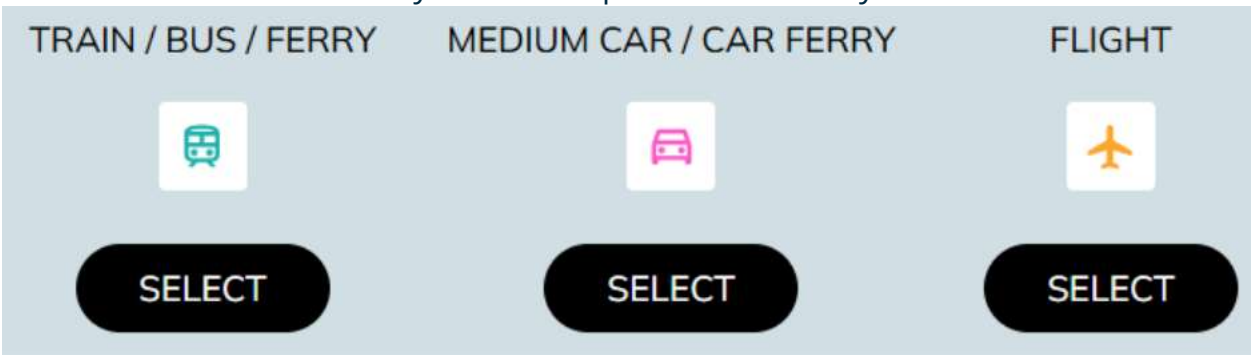
1. Go to the website: travelandclimate.org
2. Choose your "Calculate trip impact"



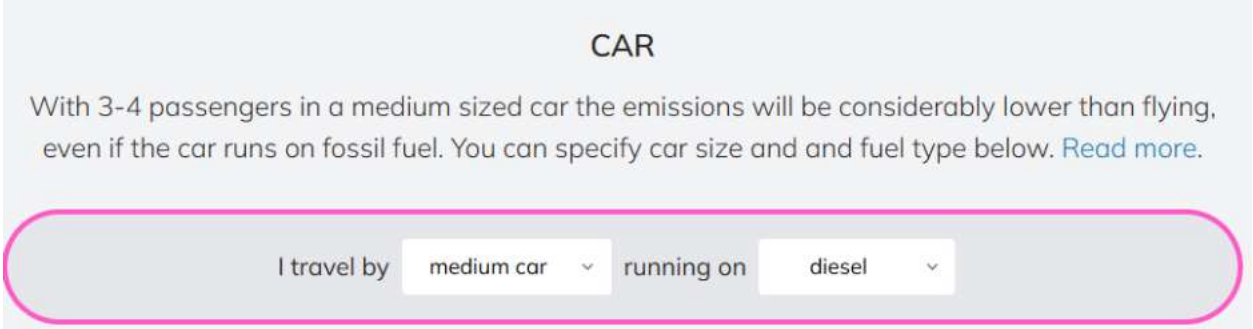
3. Enter the information requested and Click calculate.
   Note: The calculator does not allow to choose 0 nights, it is okay. You are calculating only travel-related CO_2 emissions so that accommodation emissions can be excluded later from the total calculation.



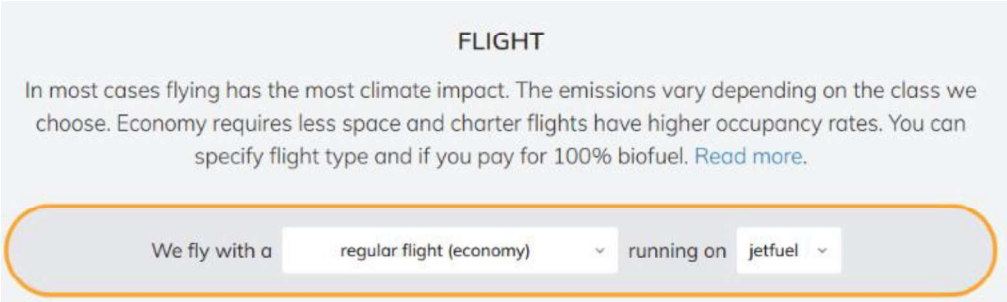
4. Select your mode of transport: that is flight, ferry, train, bus, or car. Each option has its own emission factors so you can compare them directly.



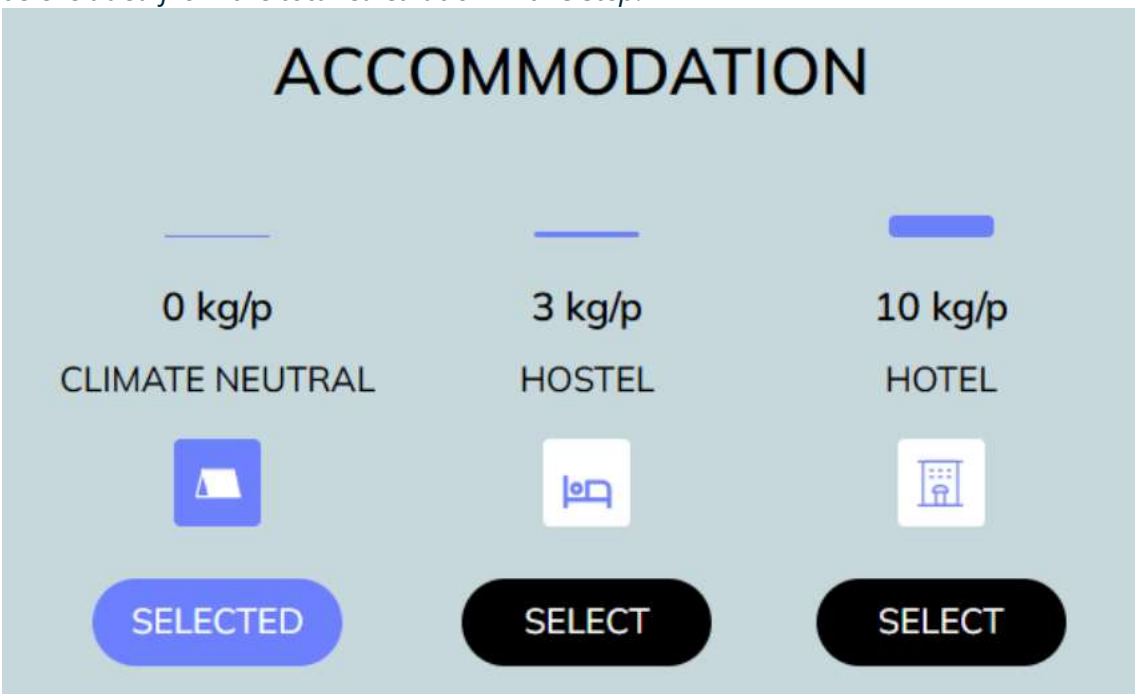
5. Select the default specify travel details like this:
   a. If train/bus/ferry – There is **no** need to Search for route on Google Maps
   b. Car



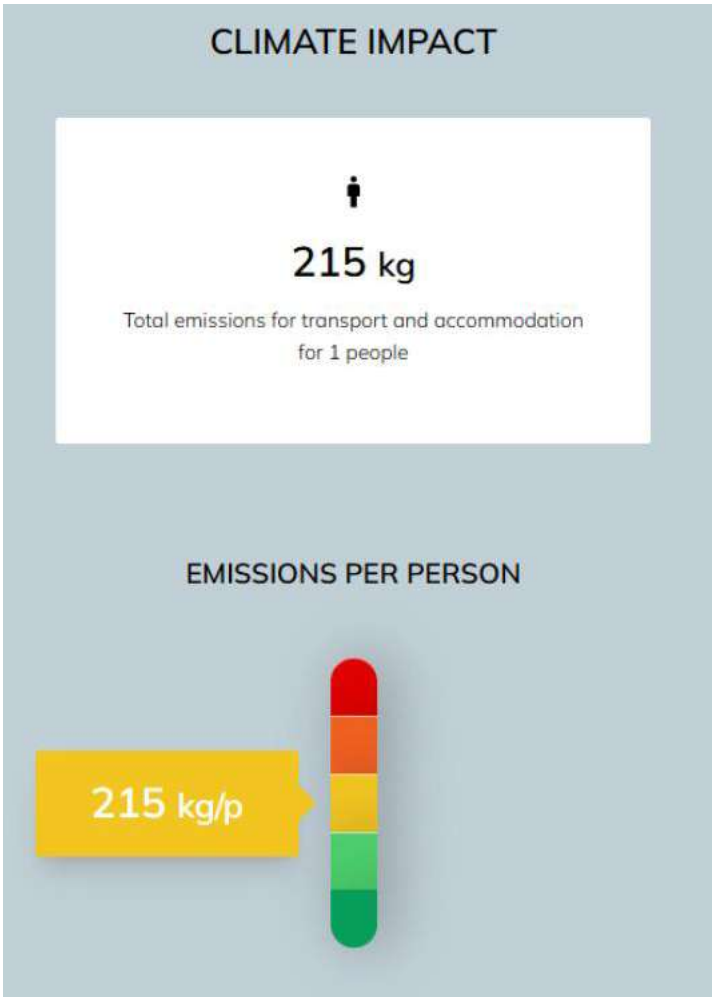
c. Flight



6. On accommodation select "Climate neutral"
   Note: You are calculating only travel-related CO_2 emissions therefore accommodation emissions can be excluded from the total calculation in this step.



7. View your emissions result



8. Compare travel options

   Try entering different transport modes or routes between the same destinations

9. Interpret your results

   Use the emissions figures to choose the most climate-friendly travel option. The lower the number of kilograms of CO_2 e, the smaller your trip's footprint.

   a. **If travel CO2 emissions are below 500 kg/p and fulfill all the conditions for travel reimbursement on the CCB Travel Policy,** you can buy your tickets without CCB Secretariat staff approval.

   b. **If travel CO2 emissions exceed 500 kg/p, CCB travelers should request a travel approval via email** to CCB Secretariat staff contact of yourevent with copy to CCB Executive Secretary before purchasing incl. justification y the trip needs to be carried out with the selected means of transportation.