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 “Egencia”, and preferably by the Online self-booking system. State Billing Unit “Naturvetenskap”, Cost Centre “156911” and Reference “Annika Malmgren-Widerberg”. Log into the self-booking system (with your Lucat username and password)

Please note, that in order to book your own tickets/travel, you will need a personal profile at the travel agency. Register a customer profile with Egencia

Here you will find all information on How to book a trip

Phone number Egencia +46-(0)40-608 57 50
E-mail: customer_service@egencia.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 Annika Malmgren-Widerberg (Annika.malmgren_widerberg@cec.lu.se)

PhD students from University of Gothenburg

Book travel and accommodation with travel agency “Egencia” customer_service@egencia.se
+46 (0)31-773 87 15. State the order identity (“beställar-id”) of Håkan Pleijel “3130BPLEHA”, when you make your booking.

Please note, that in order to book your own tickets/travel, you will need a personal profile at the travel agency. Contact Catrin Eklöf-Olsson catrin.eklof-olsson@gu.se or Sussanne Hulthen sussanne.hulthen@gu.se and they will help you to set up a profile.

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 Susan Gotensparre (susan.gotensparre@bioenv.gu.se)