

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)