

Checklist for Business Trips

BEFORE THE TRIP:

No	Checkpoint	Yes	No	Comment
1	Is my presence of importance or necessary?			
2	Are there virtual alternatives for participation?			
3	Are there any disadvantages to my online presence?			
4	Is it possible to travel by train? Many destinations in Europe are now easily accessible by train.			https://www.bahn.de/service/buchung/bestpreissuche
5	Can I arrange several events or meetings during the trip and bundle appointments?			

PLANNING A TRIP:

No	Checkpoint	Yes	No	Comment
1	Is it possible to travel by train or bus? Are the additional costs and the increased duration justifiable?			https://www.bahn.de/service/buchung/bestpreissuche https://www.fernbusse.de/
2	Can carpooling by car be organized?			
3	Can an overnight stay and accommodation be prevented by taking a night train ?			https://www.bahn.de/angebot/international/nachtzug
4	Are there accommodations near the event that can be reached by foot and/or (rental) bicycle. Is there a near public transportation stop?			
5	If travel by air cannot be ruled out: Are there airlines with lower energy and CO2 emissions?			
6	In the case of air travel, it is possible to pay into the LUH flight tax fund.			Flugabgabefonds – Nachhaltigkeit und Klimaschutz – Leibniz Universität Hannover (uni-hannover.de)