

Rules for student use of CIL-cars

For all use of the CIL-cars

- The CIL-cars may only be used when traveling outside Ljungby.
 - The CIL-cars should be booked in advance at cafe Garvet.
 - Travel must begin and end on the same day.
 - Any defects or other problems with the cars should be reported immediately to the CIL's staff (cafe Garvet).
 - The student is responsible for the deductible in case of damage.
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- Keys, travel journal, Statoilcard and gasoline receipts are to be collected and returned in the cafe Garvet directly adjacent to the booked time. Valid driver's license should be presented when the student collect the keys.
 - The driver is responsible for filling in the travel journal.
 - When returning the car to have a full tank. Payment is due with fuelcards at Statoil in Ljungby. In order to implement the payment you must specify the meter indication.
 - The fuelcard is kept in the travel journal, and cannot be left in the car unattended at any time.
 - When returning the cars must be parked outside CIL.
- 1. Visit at partner companies:** Students are allowed to borrow CIL cars free of charge when visiting partner companies (outside of Ljungby). Maximum one car per group of students and occasion. If the cars are booked, travel by public transport or travel by private car is valid. CIL will replace the expenses by the presentation of the ticket or 18.50 SEK per mil when using your own car.
 - 2. Interview before T5, LIA and final-thesis:** If the work is within 250 kilometers away from Ljungby, the student may borrow a CIL car. The trip will be charged 18.50 per mil (including gasoline). CIL bear the full cost up to 500 SEK. The amount in excess is paid by the student. If the workplace is further away than 250 kilometres (but within Sweden), public transport should be used. CIL will pay up to 500 SEK on the presentation of the ticket. When the car is used CIL pays mileage allowance for half the trip (18.50 per mil), up to 500 SEK.
 - 3. For job interview and interviews during thesis:** CIL car can be rented at a cost of 18.50 per mil (including gasoline).
For travel under options 2 and 3 students needs a written consent from someone in the CIL administration.