


## Filing support for travelers

Most of the information you need to fill in a travel expense report can be found in the travel expense module, and help texts are available in the form. Click on  to get detailed information on how to fill it in.

There is a lot of information at the staff webb: Business travel – [Travel expense](#)

Click on the heading below to go directly to the section.

[Primula functions](#) [Register travel expense report](#) [Meals](#) [Expenses](#)

[Digital receipts](#) [Entertainment/functions](#) [Car allowance](#) [Calculate and send](#)

- Log in to Primula self-service and go to My page.
- Select Travel/expenses.
- Select the form you want to use

### Travel/expenses

| Select type of travel/expenses                               |
|--------------------------------------------------------------|
| <input type="radio"/> 1. Travel domestic                     |
| <input type="radio"/> 2. Travel international                |
| <input type="radio"/> 3. Car allowance and expenses          |
| <input type="radio"/> 4. Expenses domestic and international |

If you have more than one position, you need to select the one the travel expense report is for.

## Primula functions

- No case is created until you save the travel expense report. Remember to save continuously while you are registering.
- Fields marked \* are mandatory. Greyed-out fields are calculated automatically and must not be filled in manually.
- If you want to discard an expense report you have started, click Discard case. The form will be reset, and you can start creating a new report.
- If you want to change the expense report, click Reset case. This will take you back to the beginning of the form and you can make any changes needed.
- If you have been granted a travel advance, this will be indicated in the expense report and a message will inform you that your expenses will be offset against this advance.

## Register travel expense report

- **A/C coding:** Cost centre and project must always be indicated. The cost centre at the top of the expense report determines which authoriser the report will be sent to. This information is mandatory.

Purpose \*\*  
Meeting

a/c coding is required

a/c coding \*


Employment accounts + Favorite account entries +

Add accounting entry

Allocation in percent Cost center Project Free fields

100,00

CLEAR ADD

If it is the same account code as your position, press + next to Employment accounts to see which account your salary is booked to. Click  and select Add to copy the cost centre to the Cost centre field.

Employment account entry: 16/08/2021 -

| ✓ | Alloc... | Account | Cost center        | Project           | Program | Free fields |
|---|----------|---------|--------------------|-------------------|---------|-------------|
| ✓ | 100      | 5010    | 9852000 Persona... | 9600 Gemensam ... |         |             |

ADD

This is now the account code for this travel expense report. A travel expense report can be distributed over several cost centres; if this is done the distribution applies to the entire expense report.

You cannot register a different account for individual expenses, the same main account code applies to all of the report. If an expense is to be registered at another cost centre, you need to create a separate report for that expense.

- **Purpose:** Must always be stated. If you have travelled to an SLU campus, the purpose of the trip must be indicated in the Notes field.
- **Notes field:** Write the purpose of the trip.
- **Outward travel:**  
Date from: For international trips, indicate when you left your home or place of work.  
Date to: For international travel, indicate when you arrived at your destination.

- **Return travel:**

Date from: For international travel, indicate when you left the country (e.g. by plane).

Date to: For international travel, indicate when you returned to Sweden.

- **Private accommodation**

Private accommodation could be staying with a friend instead of in a hotel.

If this is the case, enter the number of nights you did not stay in a hotel (or has no receipt for accommodation). This will automatically entitle you to a night allowance.

- **Interrupted travel**

If you interrupt your trip, e.g. to take leave, you still need to apply for leave in Primula.

If the interruption occurs at the beginning of the trip, it should be recorded from the time you leave home. If the interruption is at the end, it should be recorded until you return home. If the interruption lasts the entire day, enter the time as 06:00–00:00. If you have had multiple interruptions, press N for a new row.

It is possible to extend a business trip for personal reasons without having to pay for the travel yourself, provided that the trip does not become more expensive for SLU.

According to the Swedish Tax Agency's regulations, before booking the ticket, you must ensure that the return trip is at the same price level as if the employee had returned as originally planned. This means the ticket must not be more expensive. As an employee, you must document the price comparison and attach it to the travel expense report. If the trip becomes more costly for SLU, you will be required to pay the additional cost through a net salary deduction.

If you cannot provide documentation for the costs related to the extension of the trip, the entire travel cost must be handled through a net salary deduction.

### **In the event of an interruption during an international business trip**

The vacation portion must not exceed the duration of the business trip and may be a maximum of 14 days for the SLU business travel insurance to remain valid. If the vacation exceeds this limit, the SLU business travel insurance will no longer apply, and the employee is then responsible for obtaining private insurance.

- **No subsistence or salary allowance:** Check the boxes if you do not wish to receive this reimbursement. If you wish to receive the lower allowance, enter the sum to be paid.
- **Place of business:** To receive a subsistence or mission allowance, you must have travelled outside a 50 km radius from your home and/or place of work.

## Meals

Click on the plus sign in the menu to fill in the meals for the trip.

MEALS

All meals paid by the traveller NO ☐ YES ☒

If all meals have been paid by you choose Yes.

All meals paid by the traveller NO ☒ YES ☐

Fill in all meals that someone else has paid for you by clicking **Free meal**. Then select whether the meal should also be taxed as a benefit by clicking **With meal benefit**. Free meals during business trips are generally a taxable benefit regardless of whether it is SLU or someone else who pays. It is sufficient that the benefit is based on employment.

### Free meal with exception from meal benefit

- Free meals on public transport if the meal is obligatorily included in the price of the trip.
- Free breakfast at hotels if the breakfast is obligatorily included in the price of the overnight stay.
- Free meals during internal and external entertainment/functions.

Read more about the rules for Entertainment/functions in the [Economic Handbook](#).

| MEALS           |                                     | All meals paid by the traveller NO <input type="radio"/> YES <input checked="" type="radio"/> |                                     |                                     |                                     |                                     |  |
|-----------------|-------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Date            | Breakfast                           |                                                                                               | Lunch                               |                                     | Dinner                              |                                     |  |
|                 | Free meal                           | With meal ben...                                                                              | Free meal                           | With meal ben...                    | Free meal                           | With meal ben...                    |  |
| Mon, 13/01/2025 | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Tue, 14/01/2025 | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Wed, 15/01/2025 | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Thu, 16/01/2025 | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

## Expenses

Click on the plus sign next to Expenses to register a new expense. Enter the reason for the expense in the Notes field. If you have made an out-of-pocket expense, you must note why SLU's contracted suppliers were not used. For example, travel and accommodation not booked through our travel agency.

### Domestic expenses

| Expenses      | Sum | VAT |
|---------------|-----|-----|
| Select here ▼ |     |     |

Notes +

+ NEW

Always register the VAT indicated on the receipt. Only applies to domestic travel. If no VAT is included on the receipt, do not register VAT.

### International expenses

| Expenses      | Sum | Currency   | Exch. rate |
|---------------|-----|------------|------------|
| Select here ▼ |     | Currency 🔍 |            |

Notes +

+ NEW

Sum of expenses

For international travel, state the currency and exchange rate used. If no exchange rate is stated, use the one for the day the purchase was made. See <http://www.valuta.se/>

## Receipts for expenses

Starting from February 1, 2025, SLU will implement digital receipt/documentation management in the travel expense module in Primula. This change means that physical receipts will no longer need to be submitted. Instead, scanned or digital copies should be uploaded directly into the travel expense report. To ensure this works correctly and complies with current regulations, it is important that all receipts meet specific requirements.

### Requirements for Digital Receipts and documentation

As the applicant for reimbursement, you are responsible for ensuring that your digital receipts are:

#### Complete and readable:

- All parts of the receipt must be visible in the image, including the amount, date, VAT,

and company name.

**Of sufficient quality:**

- The receipt must be scanned or uploaded in sufficiently high resolution so that the details can be read clearly. Blurry or incomplete copies will not be accepted. Receipts must not overlap each other, e.g., credit card slips must not lie over the original receipt.

**In the correct file format:**

- The file should be uploaded in one of the following formats: PDF, JPG, or PNG.

**Original receipts that are not edited:**

- No information on the digital receipt may have been altered or manipulated.

**How to handle your physical receipt or documentation:**

1. Scan or photograph your receipt in high quality.
2. Upload the digital receipt in Primula.
3. Check that all information on the receipt is correct and clear before submitting.

If you already have a digital receipt or document, attach it directly to the travel expense report.

**Important to note:**

- Always save the physical receipt until your travel expense report or reimbursement has been approved and paid out in salary. This is necessary if additional documentation is requested. Once the travel expense report is approved in Primula, you can discard the physical receipt, as the scanned copy is then legally binding.
- Number and arrange your receipts in the same order as the expenses are registered in Primula. (The administrator in your department decides how this should be handled.)
- Make sure to register your receipt only once. It is your responsibility as an employee to ensure that you do not apply and submit the same receipt more than once.

In cases where no receipt or ticket could be obtained you state this in the Notes field for each expense, as well as in the message field at the bottom, as a help for the Authoriser support/Authoriser. Click + to open the message field.

Add messages

ADD MESSAGE

## The next section only applies to staff at the Department of Aquatic Resources (AKV)

AKV staff must choose their local agreement for business travel (Akvatiska).

Lokalt avtal tjänsteresor

Akvatiska ▼

This is where you register the AKV reimbursement of SEK 160 per day on a mission for the days the employee would normally have been off. SEK 200 is paid automatically, bringing the total to SEK 360 per day. You should also add the accommodation supplement, SEK 160/night for missions of more than one day.

For missions on Dana, select AKV Natraktamente on the Expenses tab and add the number of nights. For missions starting on a Sunday evening, select Förrätningstillägg < 8 arbetsfri tid and state SEK 200.

## Entertainment/functions

For information on rules and terms for entertainment and functions, see [Ekonomihandboken](#).

|                                          |     |       |                             |                                          |
|------------------------------------------|-----|-------|-----------------------------|------------------------------------------|
| Entertainment/functions<br>Select here ▼ | Sum |       |                             |                                          |
| Number of persons                        |     | Names | Sum entertainment/functions | Sum of tax-deductible entertainment/func |
|                                          |     |       |                             |                                          |
| Notes                                    |     |       |                             |                                          |

Select the type of representation that corresponds to the VAT on the receipt. No VAT is reported separately.

Provide:

- The purpose of the representation
- The date of the representation
- The names of all participants
- The profession or role within the company of each participant
- The organization represented
- Receipts corresponding to the requested reimbursement

For entertainment abroad, state the currency and exchange rate used.

## Car allowance

Tick the box Car permission if your manager has agreed to using your own car is the best means of transport. Explain the purpose of the trip in the Notes field.

For car allowances abroad, only the tax-exempt part is paid. This also applies to journeys by car that start in Sweden and continue abroad.

|                                              |                                              |
|----------------------------------------------|----------------------------------------------|
| Date from<br><input type="text"/>            | Date to<br><input type="text"/>              |
| Car allowance<br>Select here                 | <input type="checkbox"/> Car permission      |
| Route<br><input type="text"/>                | Number of kilometres<br><input type="text"/> |
| Sum of car allowance<br><input type="text"/> |                                              |
| Notes<br><input type="text"/>                | Purpose<br><input type="text"/>              |
| <input type="button" value="+ NEW"/>         |                                              |

## Calculate

Always click Calculate to display the preliminary amount (after tax) that will be paid. If no amount is displayed, something is missing in the report, e.g. a date or account code. If the expense report covers both taxable and tax-exempt payments, the calculated amount will not be correct. You will, however, see the correct amount on your wage statement.

*Infotext*

Click Calculate to see the preliminary sum that will be paid.

|                                          |                               |
|------------------------------------------|-------------------------------|
| <input type="button" value="CALCULATE"/> | Provisional payment<br>244.00 |
|------------------------------------------|-------------------------------|

## Download form

You can display a summary of your travel expense report by clicking Download form. Do not use the Print-function.

|                                              |                                      |                                                                            |
|----------------------------------------------|--------------------------------------|----------------------------------------------------------------------------|
| <input type="button" value="DOWNLOAD FORM"/> | <input type="button" value="PRINT"/> | Choose form to fetch                                                       |
|                                              |                                      | Form<br>Reseräkningskopia                                                  |
|                                              |                                      | <input type="button" value="CANCEL"/> <input type="button" value="FETCH"/> |

## Attachments



Invitations to courses and conferences, programs, agendas or emails showing how long the trip lasted. This is needed to determine the number of hotel nights and subsistence allowances for longer trips, as well as if meals have been included. Tickets and receipts that correspond to the reimbursement you are requesting.

Drag and drop files here to attach or [browse](#)

[↓ DOWNLOAD FORM](#)

[🖨️ PRINT](#)

[🗑️ DISCARD CASE](#)

[↺ RESET CASE](#)

[💾 SAVE CASE](#)

## Send your travel report for authorization

When your travel expense report is ready, click Send case. The report will be forwarded to the Authoriser support at your department, regardless of who will be reimbursing you. This also applies to claimants who have the right to authorise other cases such as leave.

Workflow of the case ⓘ [SHOW ALL DETAILS](#)

|                                                 |                                              |                                 |                                      |
|-------------------------------------------------|----------------------------------------------|---------------------------------|--------------------------------------|
| 1. <input checked="" type="radio"/> Travel Case | 2. <input type="radio"/> Stöd till Attestant | 3. <input type="radio"/> AttRes | 4. <input type="radio"/> AttResBatch |
|-------------------------------------------------|----------------------------------------------|---------------------------------|--------------------------------------|

Select other recipient if the normal workflow does not fit ⓘ +

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Add messages -

ADD MESSAGE

Specify action/motivation

[SEND CASE ➡](#)

## Register travel time

### Compensation for travel time

You will be compensated for the travel time that is not part of your working hours. If you register flexitime, you can receive monetary compensation for time spent traveling on weekdays outside of the flexitime frame.

If you do not register flexitime, you can be compensated for time spent travelling outside working hours.

If you are on non-regulated working hours, travel is considered part of your working hours and will not be compensated.

Travel time to flexitime is registered as shown below. 1 hour of travel equals 30 minutes of flexitime.

**My page**

- Benefits
- Change password
- **Compensation/comp leave**
- Competence Profile
- Employment records
- Income statement
- Leave of absence
- My cases
- Parental leave
- Personal data

Compensation type

Traveltime

From

Until

Quantity

Correction

?

(YYMMDD)

(YYMMDD)

(9999,99)

+

 Add
 

-

 Delete

Note/Att

Remove

Submit

Travel time that is compensated with money is registered as shown below.

**My page**

- Benefits
- Change password
- **Compensation/comp leave**
- Competence Profile
- Employment records
- Income statement
- Leave of absence
- My cases
- Parental leave
- Personal data

Compensation type

Travel time payment

From

Until

Quantity

Correction

?

(YYMMDD)

(YYMMDD)

(9999,99)

+

 Add
 

-

 Delete

Note/Att

Remove

Submit

