

Quick Guide for Traveller

Travel claims shall be filled out by the Traveller personally, and in good faith, according to the regulations previously established by the accountants.

Travel claims shall be filled out promptly and no later than three months after the trip or assignment has ended as per local collective agreements at the Swedish University of Agricultural Sciences regarding subsistence allowances etc. for domestic business travel, as well as Agreement regarding benefits etc. for business travel and ordinance abroad, AGV Centrala agreement 2005:5.

According to ALFA 12 chapter, section 4 the right to compensation for a particular month is lost if the travel claim has not been handed in within one year after the month's end.

Business travel must be authorized/approved by the Department Head/equivalent prior to departure.

Travel claims must be complete, follow regulations and be certified in Primula as per our cut-off date in the Primula Delivery Plan and ToR 2012.

If the travel claim is incomplete, for example, supporting documentation is missing during a random sampling, then the travel claim can be stopped and the payment will be made the following month. For travel claims registered after our cut-off date as per the Primula Delivery Plan there is no guarantee that payment will be made the same month.

[Link to delivery plan.](#)

Additional information can be found in the Tax Agency's brochure: SKV 354 –Allowances and other expenses.

Please submit any questions to your payroll administrator.

Follow these steps to fill out your travel claim:

Log in at Primula self-service, My page.

Select Travel/Expense

Select the type of form: Domestic Travel
Travel Abroad
Mileage allowance and expenses
Outlays domestic and abroad

Select position: If you have multiple positions then select the current position. But not position 3. Confirm.

Green +-button: Select new form.




Red x-button: Close to minimize the form.



Red-highlighted area is compulsory to fill in. When completed it will turn blue.

Grey-highlighted area should never be filled in. This area is for automatic calculation.

Additional information can be found under  throughout the form.

To the right of the form is simplified information. Click on  if no information is displayed.

N = create new row

X = delete line

Receipt Appendix, which you download at the bottom of the form under Forms, accompanied by all supporting documentation in originals which correspond to the required compensation, should be sent to the designated **Support to the certifier in your workplace, irrespective of who shall pay the travel claim.** (Information on who has this role must be obtained from the department/equivalent). **It is important that this form be used so as to have the same case ID as the travel claim.**

- Notice of a course, conference, agenda or mail e.g., stating the duration of the business trip and to determine the number of hotel nights and subsistence allowance on longer trips as well as food provision.
- Tickets/receipts in originals which correspond to the required reimbursement under regulations.
- Boarding card which shows that the trip actually took place.
- In exceptional situations where the receipt or ticket could not be obtained e.g., a text

message ticket, this should be stated in the comment category for the respective

expenses as well as the message category at the bottom, so as to facilitate the work of


the designated Support to the certifier/Certifier when travel claims are granted. Click on

the symbol “Message/Appendix”  Medd/Bil

Travel advances: If you have been granted travel advances the button is blue and you are notified that you have outstanding travel advances which are offset against travel claims.

Purpose: Must always be specified. When travelling to our locations the purpose of the trip must be stated in the comment category.

Posting: Cost centre and project are obligatory categories. The cost centre at the top indicates to which certifier the travel claim goes.

You must always specify the posting which the trip refers to. If it's the same posting as in your position, click on Positions posting on the blue line or on  to see how your salary is amended. Copy it to add it to the posting category. The category “Account” should never be filled in. If the posting is correct, click on Add, otherwise change your entry. The posting then

appears in a grey line at the bottom of the same category. This will be the main posting that applies to the entire travel claim unless Different posting is registered at each claim. If you wish to save a posting that is used often you can do this using the button Save posting, which appears when you added your posting. Close the posting category when you are finished to minimize the form.

Notes Category: When you have entered information in this category the button turns blue.

Departure: The time of departure/return and departure/arrival is not the same when travelling abroad.

- Departure: When travelling abroad you must state when you left your workplace or home.
- Return: When travelling abroad you must state when you arrive back at your workplace or home.
- Departure: When travelling abroad you must state when you left the country, e.g., on a flight.
- Return: When travelling abroad you must state when you return to Sweden.

Night: 00:00 – 06:00 = No allowances are allowed as per agreement.

Private accommodation: Here you fill in the amount of nights you did not stay at a hotel or do not have receipts for accommodation. You automatically receive night subsistence allowance.

Travel Interruption: For interruptions in the assignment, e.g., holidays or other types of leave, an application for this leave should be made separately at Primula.

Example in compliance with the Tax Agency:

The traveller has departed prior to the commencement of the assignment, has been on leave at the destination, has attended a conference and then been on leave for some days after.

SLU may well agree to this provided that the cost of travel is not more expensive than if the traveller went directly to and from the conference from home.

Departure from home	110901	06:00	Report interruption from 010911 06:00 until 050911 08:30
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Conference starts	110905	08:30	This will be what the traveller receives
Conference ends	110908	16:00	

Arrival home	110910	23:00	Report interruption from 080911 16:00 until 100911 23:00
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Site: Business trip should have taken place in an area outside a radius of 50km from the place of employment and/or home for benefits or subsistence claims to be allowed.

No subsistence allowance/ No compensation: Tick the boxes if you do not wish to receive this compensation. If instead you would like a lower subsistence allowance paid out, state the amount to be paid.

Meals: This is where you enter the meals you have received during employment. You put a tick in the box **Meal Allowance** if you have received lunch or dinner paid for by SLU. This constitutes that subsistence allowance and compensation are reduced and you will be taxed on your compensation. Breakfast which isn't included in the price of the hotel room is always a subsistence allowance.

No subsistence allowance applies if breakfast is included in the price of the hotel room, meals on public transport or meals paid by official entertainment as per the table. A tick in this box constitutes a reduced subsistence allowance and compensation, but no taxation is incurred.

If you have paid all your meals yourself, or not received any free meals, then tick All meals paid by the traveller.

Even if you do not receive subsistence allowance or have not filled out a travel claim but, for example, have been at a conference paid for by SLU and received a meal, a subsistence allowance is to be made. [Link to form.](#)

For international travel different % deductions apply.

Breakfast 15%

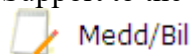
Lunch or dinner 35%

Meal allowances	Reduction on subs. allowance	Meal Allowance (Taxable)
Mandatory inclusion of breakfast in the hotel room price	YES	NO
Breakfast which is paid separately	YES	YES
Mandatory inclusion of meals on public transport	NO	NO
Lunch or dinner that SLU has paid (includes course/conference that SLU has paid)	YES	YES
Somebody else pays	YES	NO
Somebody else pays and the benefit is based on your professional capacity	YES	YES
You pay personally	NO	NO
External official entertainment	YES	NO
Internal official entertainment <ul style="list-style-type: none"> ○ Staff party ○ Information meeting for the staff ○ Internal course, max. one week ○ Internal course, more than a week 	YES YES YES YES	NO NO NO YES

The headings Outlay, Official Entertainment and Mileage Allowance can be compressed.

Click on the blue line or  to minimize the form.

- **Outlay:**
- **Always state the VAT shown on the receipt.** This applies only to domestic travel. If there is no VAT shown on the receipt then no VAT will be registered. [Link to E-handboken, kap 10.](#)
- For international travel, the currency and the exchange rate at the time of exchange is to be stated. If there is no rate stated then the buying rate from that day will apply.
See <http://www.valuta.se/>
- In the form 'Outlay', state the reason for the outlay in the comment category.
- In exceptional situations where the receipt or ticket could not be obtained e.g., a text message ticket, this should be stated in the comment category for respective expenses as well as the message category at the bottom so as to facilitate the work of the designated Support to the certifier/Certifier. Click on the symbol Message/Appendix.



Official entertainment: Choose the type of official entertainment which corresponds to the VAT on the receipt. No VAT is reported separately. Enter the number of people that participated and their names.

- Internal: Those taking part must be employed by SLU or external persons involved in the planning of SLU's operations.
- External: Persons who are not employed by SLU and are not directly involved as SLU contacts.
- In the form 'Outlay', state the purpose of the official entertainment in the comment category.

For official entertainment abroad, state the currency and the exchange rate at the time of exchange.

[Link to E-handboken, kapitel 14.](#)

Mileage Allowance:


- Tick in the box for taxable compensation if SLU deems travelling with your own car the most appropriate means of transport.
- In the form 'Mileage allowance and outlay' state the purpose of the journey.
- With international mileage allowance, only the tax-free part is not compensated. This also refers to car journeys which go from Sweden and continue abroad.

Calculate: Click on Calculate to see the preliminary amount after tax which will be reimbursed.

För preliminär utbetalning

You can see a summary of your travel expenses under View/Print.


Message/Appendix: Here you enter information for the Support to the certifier/Certifier or general information regarding your trip.

 Medd/Bil

Discard: If you wish to cancel your travel claim, select Discard.


 Kasta

Undo: If you wish to change the current travel claim, select Undo.

 Ångra

This will take you back to the start of the form and you can begin again.

Save: If you wish to continue registration at a later time, select Save.

 Spara

Send: When your travel claim is completed, select Send. Your claim is sent to the designated Support to the certifier in your department/equivalent, irrespective of who will pay the travel claim. Travellers who are authorised to certify other cases (e.g., holiday or leave) should not choose another person, but instead just select Send.

Notification may be received via e-mail that you have a travel claim which requires amending or supplementing. Adjust the travel claim and resubmit it.

The person who is designated Support to the certifier then sends it on to the person who is designated Certifier, depending on the cost centre, and after sanctioning is sent to Primula for payment along with the next monthly salary.