**Checklist for support to certifier**

You are notified by e-mail that there are tasks to be managed in Primula Web, Manage others, Travel and Outlay.

Further information can be found under ? in travel claims.

If a travel advance is not completely regulated and is not going to be regulated at the next expense report, then you should contact payroll so that the remainder is deducted on payment of salary.

Employees with the URA-agreement (Agreement on overseas contracts and guidelines for the employment of overseas service) will not be reimbursed via travel claims. These allowances shall be governed by the URA-agreement.

For employees with SINK-decisions outside the EU/EEA countries, travel claims will be handled in accordance with previous practice, that is to say, sanctioned travel claims with supporting documentation sent straight to payroll.

**Receipt appendix,** together with all supporting documentation which correspond to the required compensation, shall be sent to you. Even if the travel claim shall be fully or partly paid by another department/equivalent, the travel claim goes directly to the designated “Support to the certifier”, where the position is held and the verification carried out. After it is checked, the travel claim is sent to the certifier(s) where costs are calculated.

* Notice of a course, conference, agenda or mail for example, so as to determine the number of hotel nights and daily allowances on longer trips.
* Tickets/receipts in originals which correspond to the required compensation under regulations as well as boarding cards which verify that the trip 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 notes category for respective expenses as well as the message category at the bottom so as to facilitate the work of the certifier. Click on the symbol “Message/Appendix” (notebook).

**Check:**

* That the **receipt appendix** and the travel claim in the system have the same case number.
* **Purpose:** should always be stated. When travelling to our locations the purpose should be stated in the comment category.
* **Posting:** Cost centre and project are obligatory categories. The category Account should never be filled in. Divergent posting must state the respective compensation unless the entire trip should be posted as main posting. The different postings you will see clearly under View/Print.
* If the **comment category** is blue, it can provide additional information.

**Check** that 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.
* 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 arrive back to your workplace or home.
* Return: When travelling abroad you must state when you return to Sweden.

**Travel Interruption**:

* In the case of travel interruption e.g., holiday, **check** that a holiday application has been made.

**Outlay**:

* **Check** thatonly VATpresented seperately on the receipt has been stated (e.g., VAT 12.00). This only applies to purchases within Sweden.

**Official entertainment**:

* **Check** that the number of people correlates to the given names.

**Mileage Allowance**:

* When the form “Mileage allowance and outlay” is used, ensure that the purpose of the trip is stated.

**Always perform a plausability check on the calculated amount.**

You should not make any changes in the travel claim. If neccesary it should be returned to the traveller for completion. **NOTE! Write this in Message/appendix (Notebook)**

E.g., “Returned for completion by…+ your name”. Click on Return.

Also, send an e-mail to the traveller notifying that a case has been returned and that he/she is to log on to Primula self-service and complete the task.

When the travel claim has been successfully completed with supporting documentation and correct posting, you select “Authorised” and click on “Send”, which sends it on to the certifier.



The traveller returns the travel claim to you and, following verification, it is sent on to the certifier. Select “Authorised” and click on “Send”. The travel claim is now sent to the appropriate certifer. The certifier selects “Approved” and “Received” and the travel claim is sent on to payroll.

If the certifier selects “Not approved” and “Received”, an explanation will be written in the message category.

Travel claims should always be processed regularly and, as with other allowances, be certified in Primula as per the Primula Delivery Plan so as to be paid out with the next monthly salary [**Link to delivery plan**](http://pallas.adm.slu.se/ansti/datum.htm)

**All travel claims** with supporting documentation are to be filed with the department/equivalent where that person is employed. Supporting documentation should be sorted by personal identity number with the oldest person at the top and filed in archive boxes which open from the short side. Write on the short side that the file contains travel claims, the department and cost centre they apply to, as well as the time frame. This is sent to payroll in accordance with the filing plan.

Please submit any questions to your payroll administrator.