HOW TO COMPLETE A TRAVEL EXPENSES REPORT

EXPENSES AND MILEAGE ALLOWANCE

AND

DOMESTIC/INTERNATIONAL TRAVEL

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EXPENSES AND MILEAGE ALLOWANCE

NB: No expenses are paid out under SEK 100. If you have expenses below this amount, put several lots of expenses together in one expense report so that the total exceeds SEK 100.

1. Log in to Primula Webb with your LUCAT ID (https://primweb.adm.lu.se)
2. Under My page in the left-hand column, select Travel/expenses
3. Select Car allowance and expenses
4. Select your position from the drop-down menu. If the expenses are to be paid by someone other than your salary provider, select systemkod 8888. Click confirm.
5. You will now see the expenses report form. The buttons with red text are mandatory fields that must be filled in:

**Manage account** = Enter the cost centre, area of activity and activity from which the expenses are to be paid. If you are unsure, contact the head of your research group or your finance officer.

**Describe expenses** = Give a brief description of what the expenses were for and the reason for them. If the expenses are for more than one person, please list their names.
6. Choose a tab depending on what type of expenses you have.

**Expenses** – Miscellaneous purchases, travel expenses, etc.

**Entertainment** – When you have had a work-related meal

*External entertainment (Extern repr.)* = if participants from outside LU made up the majority of those attending

*Internal entertainment (Intern repr.)* = if LU employees formed the majority of those attending

**Car allowance** – For travel in your private car

Fill in all the mandatory fields with red text.

VAT: This field must be completed! If there is no VAT on the purchase, enter a zero.

Under Description, enter what the expense is for. This makes it easier for the person reviewing the report when there are multiple expenses in the same travel expenses report.
7. Double-check that you have filled in all relevant and mandatory information. If everything has been correctly filled in, click on Calculate. The system adds up the expenses entered and you will see a preliminary amount in the box underneath.

8. You now have to print out the form. Select Create at the bottom of the screen and then click on the file name in blue. Print out the form and attach the original receipts and the compulsory documentation, see annex.
9. Click Submit. The travel expenses report has now been registered and sent to the reviewer for your cost centre.

10. Finally, send the paper copy of the form to:

Granskare Reseräkning
Hämtställe 66, BMC I13
DOMESTIC/INTERNATIONAL TRAVEL

1. Log in to Primula Webb with your LUCAT ID (https://primweb.adm.lu.se)
2. Under My page in the left-hand column, select Travel/expenses
3. Select Travel domestic or Travel international
4. Select your position from the drop-down menu. If the expenses are to be paid by someone other than your salary provider, select systemkod 8888. Click confirm.
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5. You will now see the expenses report form. The buttons with red text are mandatory fields that must be filled in:

- **Manage account** = Enter the cost centre, area of activity and activity from which the expenses are to be paid. If you are unsure, contact the head of your research group or your finance officer.

- **Describe trip** = Give a brief description of what the expenses were for and the reason for them. If the expenses are for more than one person, please list their names.

- **Purpose** = What was your purpose in making the trip?

Fill in all fields with red text.

6. If you have a travel advance to set off your expenses report against, click Travel advance. See annex 1 for information about how to report a travel advance.
7. If you have travelled abroad, you also have to complete the fields for departure and arrival.

8. If you interrupted your trip owing to holiday, illness or approved leave, complete the Interruption of trip tab.

9. Click the button marked Meal deductions. Tick which meals you received on the various days.

   No diet allowance (no meal benefit) = For example meals as part of entertainment, paid for by someone other than the employer.

   Diet allowance (meal benefit) = Meal paid by the employer. (Exception: meals on transport or if automatically included in price of hotel)
10. If you have had expenses in conjunction with the trip, for example for petrol, accommodation, taxi/trains, course fees or similar, enter them under the relevant tab:

11. Double-check that you have filled in all relevant and mandatory information. If everything has been correctly filled in, click on Calculate. The system adds up the expenses entered and you will see a preliminary amount in the box underneath.
12. You now have to print out the form. Select Create at the bottom of the screen and then click on the file name in blue. Print out the form and attach the original receipts and the compulsory documentation, see annex.

13. Click Submit. The travel expenses report has now been registered and sent to the reviewer for your cost centre.

14. Finally, send the paper copy of the form to:
   Granskare Reseräkning
   Hämtställe 66, BMC I13
Annex 1. TRAVEL ADVANCE

If you expect to have major expenses during the trip that you are not able to pay in advance, you can apply for a travel advance. This money is borrowed from your employer and must be accounted for as soon as you return. You account for it by completing a travel expenses report in which you report all your expenses including the travel advance. If the balance is positive, you will be paid the additional expenses; if it is negative the difference will be taken from your next salary payment. You can report your travel advance as follows:

1. Log in to Primula Webb using your LUCAT ID (https://primweb.adm.lu.se)
2. Under My page (left-hand column), select Travel/expenses
3. Select Travel advance

Select your position from the drop-down menu. If the expenses are to be paid by someone other than your salary provider, select systemkod 8888. Click confirm.

4. Enter a description of what the travel advance is for. For example, if it is a conference, write the name of the conference.
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5. In the **From date** field, enter the date you will travel (that will appear on the travel expenses report later).

6. Under the **Paid** field is a drop-down list. Select the only option available, **Reseförskott utbet Orfi**.

7. In the **Amount** field, enter the exact amount you have received.

8. Click **submit**.

The travel advance will now be processed by the Salary Office. The length of time it will take before a travel expenses report can be matched to the travel advance varies depending on what time of day you complete the form and the workload of the Salary Office. It may take up to 24 hours before you can apply it to an expenses report.