The Department of Translational Medicine
18 June – 19 August (week 25-33)

**Economy/Financial matters**
Week 25: Eva-Lotta Billing, Susanne Larsson
Week 26: All on duty
Week 27: Susanne Larsson, Cecilia Malmsten
Week 28-29: Eva-Lotta Billing
**Week 30-31: No financial matters will be handled during this period!**
Week 32: Susanne Larsson
Week 33: Eva-Lotta Billing, Susanne Larsson

**Human resources**
Week 25-33: Hugh Connell (will be forwarded to Anne Vähäniemi/IKVL)

**Public documents**
In case of questions regarding public documents, please contact:
Week 25: Eva-Lotta Billing, Susanne Larsson, Diana Vaduva
Week 26: Eva-Lotta Billing, Susanne Larsson, Cecilia Malmsten
Week 27: Susanne Larsson
Week 28-29: Eva-Lotta Billing
Week 30-31: Contact the registrar at Lund University’s central office, Huvudregistraturen
Week 32-33: Diana Vaduva, Susanne Larsson

**Matters to be handled by the Head of the Department**
Week 25: Diana Vaduva (not Thursday)
Week 26-30: Hugh Connell
Week 31-33: Diana Vaduva

**Communications**
Week 25: Björn Martinsson
Week 26-30: In urgent cases, please contact the Communications Section at the Faculty Office: https://www.med.lu.se/english/about_the_faculty/organisation_and_management/faculty_office/communications_section
Week 31: The Communications Section at the Faculty Office (Mon-Tue), Björn Martinsson (Wed-Fri)
Week 32-: Björn Martinsson

**Information about travel expenses claims and SSC on the next page!**
Travel expenses claims and new Primula (SSC)

- In October 2018 a new Primula update, including travel expenses, will come. *(More information in September 2018, but it will basically look and work the same as today's Primula res.)*
- Between September 5 and October 8 no travel expenses at the University can be handled at all.
- Therefore, **we will need your travel expense no later than August 23, 2018.**
  - Don’t register any travel expenses in "primula res" after August 23!
- Deadline for **approval is September 4.**
- Please note: Due to vacation, no travel expenses will be handled during week 30-32.

Post your travel expenses as usual to the address:
ITM-Kansli, CRC
Ref: Reseräkningar
Box 50332
20213 Malmö
HS:36

If you have any questions regarding travel expenses please contact **elin.gudmundson@med.lu.se**

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