

Travel reimbursement with allowance

Name:

Swedish personal number:

Destination:

Purpose of the travel:

How should the travel be financed?
(Check with your economist)

Cost center Activity Operational: Function

EU-project:

Yes No

Allowance

Shall have allowance?

Yes No

Itinerary

When did you leave your home/work?

Date: Time:

When did you arrive back at your home/work?

Date: Time:

Did you have any break on your travel?
Indicate reason, and between which dates:

From Date: Time:

To Date: Time:

Reason for break (vacation, illness etc):

Did you use your own car?

Yes (Enter how many km): No

If 'yes', between which places?

From: To:

Was 'by car', the most appropriate way to travel?

Yes No

Did anyone else travel with you in the car?

Meals

How many breakfasts was included in the hotel?

How many lunches was included in the conference?
How many lunches did someone else pay for?

How many dinners was included in the conference?
How many dinners did someone else pay for?

How many nights did you stay over at e.g. friends?

Expenses

	Description of receipts	Currency	Exchange rate	Amount
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8.				
9.				
10.				
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16.				
17.				
18.				
19.				
20.				
				Sum

Signature

Date

Your signature

Head of Department or Research Group Leader

Please text your name here:

Attach to travel bill

1. Original receipts need to be separately attached on a copy paper (don't cover the text with tape)
2. Conference program, agenda, participant certificate, meeting invitation or similar
3. For reimbursement for travel by car, you need to clarify your route of travel
4. Participation list in connection with representation
5. Travel documents in connection with allowance (traktamente), e.g. air tickets and travel booking
6. NOTE! Financial code should be checked with your economist

Send your travel bill to:

Reseräkningar
ILML kansli
Klinisk kemi, SUS, Lund (HS 32)
SE-221 85 Lund
Sweden

Questions

If you need help and guidance while you make your travel reimbursement, you can contact our travel administrator by sending an email to res.ilm@med.lu.se

A. To consider!

- B. Under the terms of the 'University Terms of Service', a travel reimbursement shall be created within one year after the end of the month when the expense / trip occurred. After a year, Reimbursement for receipts concerning food in connection with, e.g. a conference abroad, will not be reimbursed. The allowance (traktamente) is for increased living costs, such as
- C. meals.
- D. Foreign currency expenses are to be calculated to the rate on www.oanda.se, unless bank statements can be displayed. Receipts shall be reported separately (not collected as one post)