

Travel reimbursement without allowance - Only expenses / Mileage 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

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? _____

Expenses

	Description of receipts	Currency	Exchange rate	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
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

- Original receipts need to be separately attached on a copy paper (don't cover the text with tape)
- Conference program, agenda, participant certificate, meeting invitation or similar
- For reimbursement for travel by car, you need to clarify your route of travel
- Participation list in connection with representation
- NOTE! Financial code should be checked with your economist

Send your travel bill to your LU contact, who shall give the information to their financial adviser.

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

To consider!

- 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, the reimbursement expires.
- 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 meals.
- 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)