

How to make a travel expense/expense report in Primula

Travel/expense reports must be registered promptly in Primula after the business trip has been completed, at the very latest within a year. You register your claim in Primula → *My Page* → Travel/expenses.

Travel or expense claim-select the correct alternative in Primula?

1. Are you claiming only for expenses you had (i.e., no subsistence allowance)?

- LU Expenses/Car allowance

2. Business trip in Sweden (subsistence allowance)

- Travel domestic LU

3. Business trip abroad (subsistence allowance)

- Travel abroad LU

Expense claim – the following must always be attached in Primula

- Original paper receipts* or invoice (incl. proof of payment) where the total cost and date are clearly stated.
- Invitation, programme, agenda or similar

Travel domestic- the following must always be attached in Primula

- Itinerary
- Programme/agenda
- Information regarding meals; invited, paid for or was it included.
- Original paper receipts* or invoice (incl. proof of payment) on expenses

Travel abroad- the following must always be attached in Primula

- Itinerary
- Programme/agenda
- Information about meals; invited, you paid for it or was it included.
- Original paper receipts* or invoice (incl. proof of payment) on expenses

Clarifications regarding Meals

The settings in Primula are full subsistence allowance and that you pay all meals yourself, therefore the meals you get invited to and don't pay for to needs to be accounted for.

Meals

I have paid for all meals **NO** **YES**

Date	Breakfast		Lunch		Dinner	
	Free meal	With meal ben...	Free meal	With meal ben...	Free meal	With meal ben...
Mon, 21/08/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Only on the left side (free meal) if:

- Breakfast was included at the hotel
- You were invited for lunch or dinner at someone else's expense
- You were entertaining on behalf of the university and invited someone else for lunch or dinner. Register also the expense under the tab "Representation"

On both left and right side (with subsistence allowance) if:

- Lunch and/or dinner were included in the conference or course fees.

ATTENTION! Night allowances should only be entered if you have arranged accommodation on your own that has not been paid for by Lund University (via invoice in Lupin or via expenditure in Primula).

Reduction for meals according to The Swedish Tax Agency

Breakfast/Meal	No benefit	Benefit
Breakfast included in hotel cost	✓	
Meals on public transportation included in the price	No click	No click
Internal representation <ul style="list-style-type: none"> ○ Staff parties ○ Staff meetings 	✓	
External representation <ul style="list-style-type: none"> ● Meeting with non-LU party 	✓	
LU course and conference	✓	
External course or conference		✓
Work lunch (to be avoided)		✓
You paid for meals yourself	No click	No click

All expense claims must be accompanied by the original receipt* or invoice clearly stating the total cost and the date of the transaction. For the expenses listed below, the following documents must also be attached in addition to the original receipts*:

Type of expense	Document
Travel (parking, train, flight, car, bus, tram, boat)	Conference programme, invitation, or email correspondence confirming the validity of the trip
Hotel expenses	Conference programme, invitation, or email correspondence confirming the validity of the trip
Refreshments for meetings	List of attendees, invitation, or email correspondence confirming the validity of the meeting
Material for conference/meeting	Programme, invitation, or email correspondence confirming the validity of the meeting
Course/conference fees	Programme or invitation confirming the validity of the course/conference
Purchases for a specific event	Program or invitation confirming the validity of the event
Course literature	Course syllabus
Gifts to guest lecturers, external experts, etc	Programme, invitation or mail correspondence
Purchase of goods outside framework agreement	Explanation of why the purchase was made outside of a framework agreement
Travels with subsistence allowance	Itinerary, conference programme, agenda, invitation or email correspondence where the purpose of the business trip and the date is clearly stated

*What documentation must always be attached?

All receipts and documents must be scanned and attached to the case in Primula. The printed form and original paper receipts must always be sent to Institutionservice:

- **Internal post: Institutionservice, Kansli S, HS 35**
- **Mailing address: Lund University, Institutionservice, Samhällsvetenskapliga fakulteten, Box 117, 221 00 Lund**