

Travel/Expenses School of Social Work

You can find information about what you need to bear in mind before, during and after travelling on business here: [Business travel | Staff Pages \(lu.se\)](#)

Expense claims for travel and associated expenses for domestic and international business trips should always be submitted immediately after returning from your trip.

It is not possible to register trips/receipts in Primula if they are dated more than one year ago, hence the matter must be registered, reviewed and approved within one year. This also applies to out-of-pocket expenses unrelated to business travel.

Log in to Primula to submit your travel expenses using the link Travel/expenses under **My pages**.

Keep in mind that you need to select the right option in Primula:

For subsistence allowance and any expenses and/or milage allowance, select **Travel domestic LU** or **Travel abroad LU** in Primula.

- If you are only claiming expenses and/or milage (i.e., no subsistence allowance), select **LU Expenses/Car allowance** in Primula.

If you travel to Helsingborg to teach, select **LU Expenses/Car allowance**. Click on **Create new case**.

Select type of -travel/expenses
<input type="radio"/> - LU Expensens/Car allowance
<input type="radio"/> - Travel abroad LU
<input type="radio"/> - Travel domestic LU
<input type="radio"/> travel advance -

CREATE NEW CASE

You need to assign an account code by clicking on the **Account code** button. When you assign an account code, all fields except **Opt. field** must be filled in.

a/c coding **

Add accounting entry

Allocation in percent: 100,00

Cost center: [Search]

Activities: [Search]

Area of act.: [Search]

Opt. field: [Search]

CLEAR ADD

You need to fill in the following fields:

Cost centre: 253191

Activities: Select the activities or project to which the trip/expenses relate; for trips to Helsingborg in order to teach, the activity code is 101284 GU Travel Helsingborg.

Area of activity: When you click on this field, the correct area of activity will be automatically displayed.

Once the fields are filled in, click on **Add**.

You then need to register your expenses, select tab.

GENERAL INTERNATIONAL EXPENSES DOMESTIC EXPENSES REPRESENTATION CAR ALLOWANCE SUBMIT

If you have travelled to Helsingborg by train, select **Domestic expenses**.

Choose type of expense, and fill the amount incl VAT.
Specify the VAT in the box for VAT. If you have more than one expense, click "New" and a new row is created.

Expenses *
Select

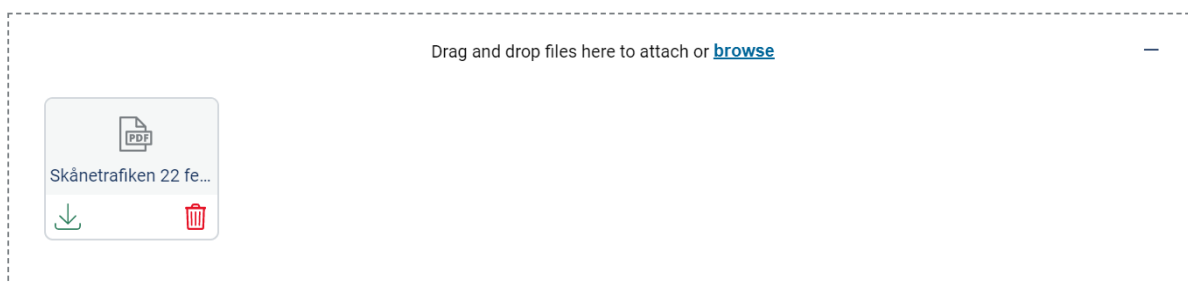
Date from * [Calendar] Date to * [Calendar] Sum * VAT

Purpose *

From the drop-down menu, select **Train travel**, then enter the date and amount. PLEASE NOTE! Only enter the VAT amount if this is stated on the receipt.

In the field **Purpose**, state the reason for your journey, e.g., Teaching Helsingborg and preferably the course you were teaching.

There is a field in which to attach digital receipts, either by selecting a file or dragging and dropping.



PLEASE NOTE! This only applies to digital receipts, original paper receipts must always be sent to Departmental Services, collection point 35.

If you drove to Helsingborg to teach, select the tab **Car allowance**.

In the drop-down menu, select **Car allowance private vehicle**. Uncheck the box **Car allowance approved** and remuneration will be approximately the cost of a return train ticket from Lund to Helsingborg. In the field **Route**, write Lund-HBG return. The distance is 110 km. State the reason for your journey in the field **Purpose**, for example, Teaching SOPA12. If you are claiming for multiple trips, click on **New line**.

Car allowance

Select Car allowance approved

Date from *

Date to *

Route * Number of kilometres * Sum of car allowance

Purpose +

The account code is the same as if you travelled by train (see above).

For business trips for which a subsistence allowance is payable, select the correct alternative depending on whether travelling in Sweden or abroad:

- Travel domestic LU

- Travel abroad LU

All travel must be booked via a travel agent with which Lund University has a framework agreement.

Select type of -travel/expenses
<input type="radio"/> - LU Expensens/Car allowance
<input type="radio"/> - Travel abroad LU
<input type="radio"/> - Travel domestic LU
<input type="radio"/> travel advance -

CREATE NEW CASE

Enter the date on which your trip began. Under **Date from**, and **Time from**, enter the date and time at which you departed from home. Under **Date to** and **Time to**, state the date and time on which you arrived home.

This trip will continue... 

Date from *

03/04/2023



Time from *

01:00

Date to *

05/04/2023



Time to *

07:00

State the date and time in the country of departure (if you fly from Kastrup, Sweden is the country of departure), your destination and the date and time of arrival according to the travel schedule provided by the travel agent.

This trip will continue... 

Date from *



Time from *

HH:mm

Destination *

Destination



Date to *



Time to *

HH:mm

The account code must always be filled in. Click on + in the top right-hand corner to open the account code tab.

a/c coding **



You need to fill in the following fields:

Cost centre: 253191

Activities: The project or other activity for which the trip was undertaken; if in doubt, please ask the project manager or the department's financial officer.

Area of activity: The correct area of activity is inserted automatically when the cursor is held over the field.

Once the fields are filled in, click on Add.

For meals, check the box on the left (no meal allowance) if:

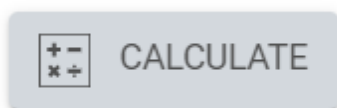
- breakfast was included in the hotel bill;
- you were invited to lunch or dinner at someone else's expense; or
- you were entertaining on behalf of the university and invited someone else to lunch or dinner. You may then add expenses for entertaining under the tab Expenses > Type of expense > Representation.

On the right-hand side (with meal allowance) if:

- lunch and/or dinner was included in conference or course fees.


Always attach the travel schedule provided by the travel agent, the programme or equivalent and any digital receipts for expenses related to your trip. Original paper receipts must always be submitted via internal post to Departmental Services, collection point: 35, or by normal post to Departmental Services, Lund University, Box 117, 221 00 LUND.

Go to the Submit tab and click on **Calculate**.



Then click on **Print** at further down the page. The expenses appendix and any original receipts must be sent to (see address above).

Once all the fields are completed, click on **Send case** in the bottom right-hand corner of the page.

SEND CASE 

The case will then join the queue for reviewing; once we have approved the claim, it will be sent to the department for approval.

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 receipt:

Type of expense	Document
Travel (parking, train, flight, car, bus, tram, boat)	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
Gifts to guest lecturers, external experts, etc.	Programme, invitation or email correspondence
Material for the conference/meeting	Conference 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 specific event	Programme or invitation confirming the validity of the event
Course literature	Course syllabus
Hotel expenses	Conference programme, invitation or email correspondence confirming the purpose and validity of the trip
Purchase of goods outside framework agreement	Explanation of why the purchase was made outside of a framework agreement

Please contact us if you have any questions about:

Travel and other expenses – Carina (carina.olsson@sam.lu.se)

Invoices, Lupin/Procedo – Beatrice (beatrice.petersson@sam.lu.se)

Projects/activities, other financial matters – Anna (anna.wijk@sam.lu.se)

Purchasing manager: Håkan (hakan.eriksson@soch.lu.se)