What to remember when filing in a travel request or a travel bill/expense report

Travel request

There must be an expressed order from management for every business trip. For trips to places more than 100 km away it is necessary to register a travel request in the travel management system. Travel requests form the documentary record of confirming that an order has been given and that insurance regulations and travel benefits will apply to this particular business trip.

Each traveller is responsible for ensuring that each business trip is planned and implemented in accordance with current guidelines.

All the compulsory fields must be filled in in the travel request. They are marked with a red asterisk under General and Accounting. If the business trip is to be account coded to different projects, click on “Add row”.

For example, in the Comments field write if you intend to take holidays in connection with a business trip.

It is also possible to attach attachments, such as conference programs or invitations, travel plans etc.

Under “Estimated costs”, specify the costs that will be invoiced to KTH, expenses you have paid yourself etc.

Travel advances may be granted in exceptional cases, e.g. for future costs for longer trips. **NB**: please note that the per diem total does not take into account meal deductions, so the travel advance should be lower than the total cost.

Travel advances do not apply to, for example, reimbursement for payment of a conference fee that has been paid in advance. In such cases, reimbursement can be obtained by creating a single travel bill/expense report entitled “Expenses only/Use of one’s own car”.

When everything has been completed, the approver is selected then press **Send for approval**.

Once your manager has certified the travel request, it will be given the status "Approved" and you can then make an online booking based on the travel request.

**Important**: If you have applied for a travel advance, you must print out an approved travel request and give it to the travel administrator who registers the advance for payment.

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1 Employees who travel on business or who have regular business-related expenses incurred by the employer (e.g. conference fees, representation, accommodation, rental car) should use a business procured personal card (FUP) with personal liability. The invoice from the card issuer is always send to the cardholder’s residential address and will be paid by the holder. The main purpose of using the FUP is to reduce the need for cash travel advance payments and to enabling convenient payments in connection with business trips.
TRAVEL BILL/EXPENSES

A travel bill/expense report must be established **shortly** after your return, but no later than one year after your return. The right to compensation expires after one year, no exceptions may be made.

Expenses are reimbursed against verification, you must attach the original receipt and other information such as conference programs, travel plans, boarding cards etc.

For the reimbursement of everyday expenses (e.g. pastries for coffee break), create a travel bill/expense report without per diems (travel agreement, "Expenses only/Use of one’s own car"). Try to collect multiple expenses per travel bill/expense report to reduce the number of bills/reports registered.

Signatures on paper are not required, all authorisations are carried out electronically in the system.

Create a travel bill/expense report from a travel request (which must be authorised) or use the "Create expense report" shortcut (travel <100km).

**There are 4 travel agreements to choose from:**

- **Expenses only/Use of one’s own car**: used when there are no per diems for a business trip (e.g. when the trip is within the 50 km limit) or when you register your expenses, for example conference fees. Also used to register expenses that do not arise from a business trip
- **Longer trip**: Travel with overnight stay, you receive the tax-exempt and possibly the taxable per diem (supplementary allowance negotiated locally at KTH).
- **Longer trip without Swedish taxable allowance**: without supplementary allowance: travel with overnight stay, only the tax-exempt per diem.
- **One-day trip**: day trip, no overnight stay.

If you have received a travel advance, pay off the advance in your travel bill/expense report by ticking the relevant advance and pressing **Continue**.

**General**

Here you fill in all required fields marked with a red asterisk. If you have created the travel bill/expense report from a travel request then the information is already filled in and you only have to make sure that the information is correct. For example, enter the name of the conference, if you have visited several countries during your trip etc. in the section **Description**.

**Start date**: When leaving your residence or KTH.
**End date**: When you came home or returned to KTH.

**Interruptions**

Here you indicate whether you have taken holidays during a business trip.

Under the tax rules, employees are not entitled to receive per diem from their employer when are not working. Note: Holidays are counted in full days except in the event of an interruption before or after a business trip, see below.

**Start date**: Enter the first holiday day date at 00:00
**End date**: Enter the first working day date at 00:00
Important: If, for example, you took a holiday break immediately after the conference, you will not be entitled to per diems from the time the conference ended until you returned home. The same applies if you took a holiday before the conference. You are not entitled to receive any per diem from the time you left home until the conference begins or, e.g. time/date of registration.

Accounting

The primary account no. will be included under the "Expenses“ and "Mileage“ tabs. If you need to account code multiple projects, click on "Add row" (you can then adjust the percentage on the different lines).

Comments and attachments

Add a longer description of the trip to Comments and attach a copy of receipts, invitations, conference programs, attendance lists, boarding cards etc. in Attachments.

Per diem

Here you indicate whether you have travelled abroad and if you received free meals. For foreign trips, travel times are filled in between countries. Departure from country and arrival to country is stated in local time in each country. The Add Country button is used if you travelled in several countries (NB with overnight stay or professional activity such as a meeting).

Meal deductions

Per Diem is provided to cover the extra expenses incurred during a business trip. If you do not pay for meals yourself, the per diem is reduced.

NB: If a trip is within the 50 km limit, no per diem is paid.

No free lunches/dinners: you have paid for all lunches/dinners yourself. This means that full per diem without reduction will be paid. Tick the box to certify this.

Meals without tax benefit: Here put a cross by a meal that has been without charge and which is a tax-exempt benefit, for example hotel breakfast included in the room price, in-house/external entertaining or training inputs (max 7 days) or if the conference organizer has provided lunch and/or dinner. You will receive reduced per diem for lunch and/or dinner, but you will not be taxed for these free meals.

Meals with tax benefit: Mark the meals that were free of charge and that are a taxable benefit, for example you attend a conference/external educational input where lunch and dinner are included in the conference price, consequently KTH has paid for these meals. Your per diem must be reduced and you will be taxed on their value.

If hotel breakfast is included in the room price with no choice, you will not be taxed for this meal but you will only need to make a meal deduction from your per diem (i.e. meals without tax benefit). For meals on public transport which are mandatory and included in the ticket price, no reduction is made.

Private lodging (night per diem): Mark each night you stay privately during a business trip (NB: Not applicable when you are on holiday).

Reduce amount: If you are stationed abroad (e.g. URA), per diems has to be reduced by 20% for business trips within the country of residence.
**Expenses**

Expenses must be reported with original receipt. If the receipt was delivered electronically, print it out and attach it to the expenses attachment.

Meals are not reimbursed by receipt, except for business entertaining. Do not mark under the meals tab and per diems will be paid.

Special rules apply for expenses for accommodation/transport, see KTH Guidelines on Meetings and Travel.
To register expenses, click "Add new expense".
If you have what is referred to as a FUP card (Eurocard company-purchased private), your expenses can be directly transferred to your travel bill/expense report.

**Expense category:** Expenses, External entertainment expenses or Internal entertainment expenses.
**Expense type:** All types of expenses are here with the exception of "Other advances" and working meals (these are registered as before in HR+web).
**Date:** Date of purchase.
**Description:** Obligatory.
**Amount:** To be registered including VAT. The system automatically calculates the VAT for Swedish expenses, but it must be adjusted manually if there is a different VAT percentage on the receipt. The amount of VAT may not be rounded up or down.
**NB:** If the trip is funded by an EU project, the VAT must be reported separately from the total amount. In this case, choose the expense type "Foreign VAT Hotel & Accommodation".
**Currency:** SEK as default, choose another currency using the arrow.
**Exchange rate:** The exchange rate is the purchase price applicable on the day of purchase. The system fills in the exchange rate, if you were given a different exchange rate, change this manually. **NB** If you paid by card, enter the cost in SEK and attach a copy of the card account statement and the original receipt.
**Receipt number:** Each original receipt is numbered using 1, 2 etc.
**Alternative accounting:** Used to debit a certain item from an account other than the main account.

If you shared a hotel room with someone who is not entitled to reimbursement for accommodation costs (people accompanying you e.g. your spouse or partner), then the cost of the hotel room will be reimbursed at 75% of the price of a double room.

For entertainment expenses, the purpose must be specified in the Description field.

Cash register receipts must be copied as the text disappears quickly in daylight/sunshine. If the receipt is not scanned into "Attachments" then the original receipt must be taped to a paper copy. These are to be numbered and stapled together with the expense supplement that can be printed out when you submit the travel bill/expense report for authorisation. The expense supplement is then submitted to the travel administrator who will review the travel bill/expense report.

**Mileage**

In order to register mileage, click on “Add mileage”. Enter date, mode of travel, route, number of km and possibly a short description.

**Way of travel:**
**Own car, full compensation:** there is tax-exempt and taxable mileage (the latter is locally-negotiated at KTH).
**Own car, tax-free compensation only:** only the tax-exempt mileage.
Summary
The Summary button on the travel bill/expense report displays the travel bill/expense report on screen. NB: The travel bill/expense report must first be saved as preliminary or sent for approval.

Save for later/send for approval

Save for later: what is registered in the travel bill/expense report is saved for later completion. The travel bill/expense report can be opened and changed and is not yet ready for authorisation.

Send for approval: The travel bill/expense report is complete (saved as final) and will be sent automatically for review. This will open the expense supplement which can then be printed out. It is no longer possible to change the travel bill/expense report. If you find that you have forgotten something and would like to add it to your travel bill/expense report, please contact the Travel Administrator (reviewer) at the school who can change the status of your travel bill/expense report to preliminary again. When the travel bill/expense report has been reviewed, it will automatically be passed on to the approver for approval.

How to search for travel requests/travel bills/expense reports

View your last five travel requests/travel bills/expense reports on the home page under "My Recent Activities". If you want to see more documents, press "See more".

It is also possible to search using the upper menu under Activities.

Statuses of travel bills/expense reports

Preliminary: Not complete and not submitted for approval, may be amended and supplemented.
Definitive: Ready and sent for review and approval, the traveller cannot change it.
Reviewed: Has been reviewed by the travel administrator and sent for approval.
Approved: Authorised by the approver and ready for payment.
Paid: The travel bill/expense report has been paid/transferred to the salary system.
Rejected: The travel bill/expense report has been rejected. Click the symbol button for Notes to see the reason. Do as requested and resend for approval.

Statuses of travel requests

Future: The business trip has not yet started
Ongoing: The business trip has begun
Finished: The business trip has been completed.