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Diarienummer

V-ÅÅÅÅ-XXXX

Debit card - Business procured personal card (FUP)

With personal liability

KTH employees can only apply for an FUP from card companies in the government framework agreement and with which KTH has an agreement. This applies to FUP cards with personal liability; invoices will be sent to cardholder's residential address.

KTH has called off a framework agreement which has been agreed between the Swedish National Debt Office and two card companies - Eurocard AB and Card Scandinavia AB - for the provision of FUP cards for the whole university. According to the agreement the term of payment is 30 days. There is no annual fee for this card.

Who can have debit cards - FUP?

Business procured personal cards (FUP) are debit cards with personal liability. Invoices are sent to the cardholder's residential address and are regulated directly between the cardholder and the card company, Eurocard or The Card. Invoices may not be paid by the school with funds managed by KTH.

All employees are offered the opportunity of applying for an FUP card. Employees who travel on business or who have regular business-related expenses incurred by the employer should apply for an FUP card. This will reduce the need for cash travel advance payments and the use of vouchers, as well as enabling convenient payments in connection with business trips.

In general, employees should choose Eurocard as a first option and The Card as a supplementary option. In exceptional cases The Card can be chosen as a first option for special reasons; e.g. if Eurocard (MasterCard) lacks coverage at the destination you are travelling to.

Employees conducting business trips who need card coverage across the entire world, MasterCard (Eurocard) and VISA (The Card) networks, should apply for both cards.

Employees fill in and sign their own applications for an FUP card, and the application is then sent to the card company.

How may FUP cards be used?

Employees may use FUP to pay expenses in connection with a business trip or other arrangement, for the payment of expenses that a subsistence allowance is intended to cover, and for business-related expenses that the employer will pay.

Expenses that the employer will pay for refers to outlays/expenses for travel and accommodation on business trips, representation, payment of conference fees, small purchases and so on.

FUP cards may also be used for cash withdrawals to cover expenses in the first paragraph, as well as private expenses.

The card is both for business and private use. There is no taxation of benefits for the cardholder.

FUP is a debit card that works in all places where MasterCard (Eurocard) and VISA (The Card) are accepted, both in Sweden and abroad.

How are expenses reported?

Invoices from the card issuer are always sent to the cardholder's home address and will be paid by him/her.

After the business trip is completed, an expenses form is submitted with all original receipts/tickets.

The employee receives compensation for expenses paid for with FUP in connection with a business trip or business-related outlays/expenses. Compensation is claimed in different ways, depending on what the expenses relate to. Expenses incurred in connection with business trips/arrangements are claimed on a travel expense form. Other expenses are claimed on an outlay form. Members of staff should submit a statement of expenses to the administrator/equivalent as soon as possible, together with original supporting documents. Payments take place twice per month through the salary system.

Employees with a Eurocard FUP have the option of having their Eurocard transactions automatically transferred to the KTH-RES travel expenses system. The cardholder must give consent to the card issuer and register the card number in KTH-RES/My profile to obtain an automatic transfer of card transactions. For more information about automatic transfer of Eurocard transactions/card information entering, go to the KTH intranet, business trips/debit card FUP.

The Card FUP does not yet have automatic transfer of transactions to the KTH-RES travel expenses system. This function may become available during the contract period.

Obligation to inform staff members about FUP

When a staff member fills in an application for an FUP card, he/she must be informed of the rules that apply to the use of the card. All cardholders must keep up-to-date when regulations or the card companies' conditions for the use of FUP cards are changed.

Obligation to terminate an FUP card

When employment is terminated, the card issuer must be contacted and notified by the cardholder that they are no longer employed at KTH.