

## Registration of reimbursement for travel and other expenses

Link to the manual for helping you register

[https://mp.uu.se/web/info/stod/hr-guide/personalsystem/primula\\_webb/primulares](https://mp.uu.se/web/info/stod/hr-guide/personalsystem/primula_webb/primulares)

- To be reimbursed with next salary, we need your registration before the 1<sup>st</sup> every month.
- You need to register within 12 months from the date of your expenses.
- If you got prepaid you have to register within 2 months from the date you got back.

### Important information we need before we can approve your reimbursement:

#### Before and during your trip

- Talk to the person in charge of the project if you are entitled to daily allowance. (Traktamente)
- Keep the receipts of which you would like to be reimbursed for. The receipt need to have information of WHAT and HOW MUCH you have been paying for (only credit card slip is not enough). If no receipt of payment, attach details from your bank account
- Don't pay for anybody else but yourself! It's ok if one person pays for the whole taxi bill. Accommodation, bus tickets and flight needs to be paid separate

#### Registration in Primula Web

- Inform which project that will pay for your expenses. If you don't know the project number, the project name will suffice
- Fill in the purpose for your trip
- Inform if you are entitled to daily allowance
- Expenses for food cannot be reimbursed in other way than through allowance, with the exception of representation
- Remember to always attach documents that confirm the purpose of your trip and expense

#### Meals

- **No diet allowance** - is to be selected when your meals have been paid for by an external party (I.e. not by Uppsala University). When you choose this option the system will calculate a meal deduction from your subsistence allowance. Exception; select "No diet allowance" if the breakfast is included in the hotel cost, even if UU is paying for the hotel stay
- **Diet allowance** -is to be selected when your meals have been paid for by Uppsala University. You will receive a meal deduction and a subsistence benefit will be added to your salary. The exception is the breakfast which is included in the hotel rate, as described above
- **All meals paid by the traveler** - if you, as a traveler, have paid for all of your meals. If selected no meal deductions will be made from the subsistence allowance and no subsistence benefit is added

#### After registration

- Print the document
- Staple the receipts on an A4 paper (one by one, next to each other). No tape or glue, please!
- Leave the document and original receipts in the administration box in your sub department

Thank you!