

CHALMERS
UNIVERSITY OF TECHNOLOGY

TRAVEL BILLS

- AND HOW TO FILL THEM IN



AGENDA FOR THE DAY

1. GENERAL INFORMATION

- POLICY
- TRAVEL INSURANCE
- TWO REGULATIONS
- VACATION DURING TRAVEL
- MEALS

2. FILLING IN THE TRAVEL BILL

- STEP BY STEP

3. QUICK SUMMARY

4. QUESTIONS



GENERAL INFORMATION

POLICY



- Aim to impact the environment as little as possible
- Undertake the journey in a safe manner.
- Adhere negotiated agreements when, for example, engaging travel agencies (Via Egencia).
- Aim to achieve cost efficiency as well as quality.

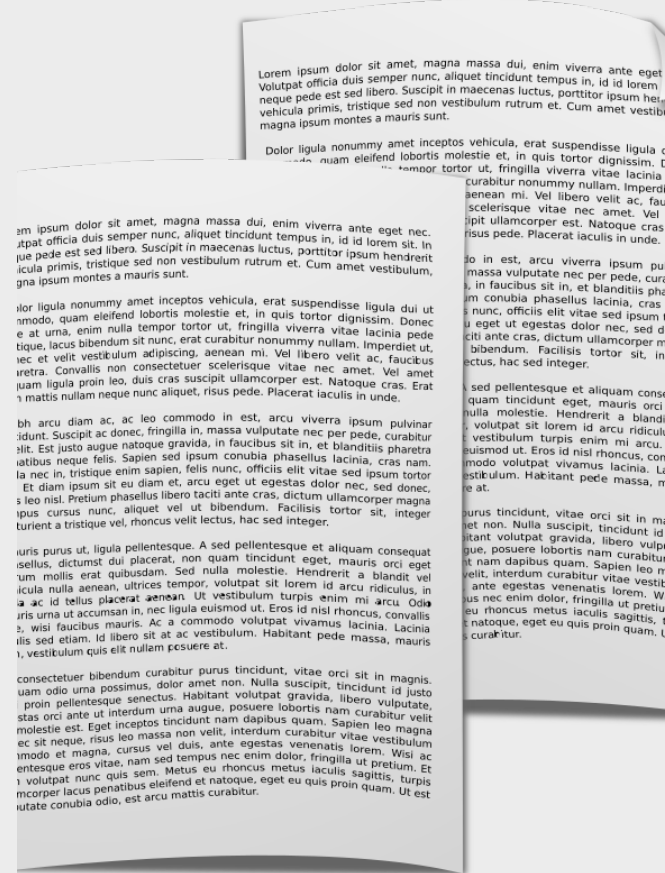
More info on intranet: [Tools/Businesstravel](#)

GENERAL INFORMATION

TRAVEL INSURANCE

- **Covers medical expenses, loss of luggage, etc.....**
- **Duration: 365 days and 14 days vacation in immediate connection.**
- **Who is covered: All employees and scholarships etc.**
- **Travel insurance Card – Print or download to phone**
- **Supplier: IF Insurance Company**

More info on intranet: Employed/Personal Insurance/Employees/Business travel



GENERAL INFORMATION

TWO REGULATIONS TO REMEMBER

- **THREE MONTH REGULATION:** File and *send* travel- or expense bill to approving manager before three months have elapsed after homecoming or date of expense.
- **SCAN DOCUMENTS:** From May 2018 all documents are to be scanned and enclosed in the electronic errand. Remember agenda and itinerary.



GENERAL INFORMATION

VACATION DURING TRAVEL

Sharing accommodation

When with a family member or such the compensation is reduced:

- One extra person – 25% reduction.
- Two or more – 50% reduction.
- Apply for reduced amount as well as make a note of your calculation.

Vacation

Register "interruption in travel" in bill when on private leave:

- Allowance is the form of remuneration for increased living costs– not entitled to that when on private leave.
- If vacation is in the beginning or end of trip certain tax rules apply. Register the interruption from the very beginning or until the very end of the trip. Tax regulation does not admit allowance for time in the air in these cases.



GENERAL INFORMATION

MEALS

- When breakfast is not included in hotel price but paid for by traveller separately - Full allowance, exclude cost from bill and do not tick any boxes.
- When included in conference fee – Benefit and reduction.

	Reduction of allowance	Considered a taxable meal benefit
Main rule The employer (Chalmers) pays for meals during a business trip	Yes	Yes
Exception from main rule		
Hotel breakfast is included in the price of the hotel room (you have eaten breakfast or voluntarily abstained)	Yes	No
Hotel breakfast is included in the price of the hotel room (you have not been able to eat breakfast because you were prevented from doing so by time or physical factors)	No	No
Meal included in the price of a trip on public transport, train/flight	No	No
Meal in conjunction with external representation	Yes	No
The employee receives a meal paid for by a business contact	Yes	No

FILLING IN THE BILL

STEP BY STEP WITH PROBLEMS YOU
MIGHT ENCOUNTER



QUICK SUMMARY

SIX TO REMEMBER

1. Register travel bill within 3 months.
2. Take your time filling in meals correctly.
3. Official entertainment / Meal during work – note of participants and organisation.
4. Control sums against receipts – explain if deviation.
5. Always enclose scanned documents.
6. Send physical documents to LRS.

