

**CHALMERS**

# Primula Res Quick Reference guide

---

## Information for travelers



## Table of Contents

---

<b>General information</b> .....	3
Information on documentation and payment.....	3
Division of responsibilities.....	3
Language .....	4
Symbols .....	4
Explanation of the various fields.....	4
<b>To register a travel bill</b> .....	5
Login.....	5
Select form.....	5
<b>Form 1: Expenses and car allowance</b> .....	6
Fill in the fields:.....	6
Calculate and print the travel claim.....	9
Send the case to the approver/authorizer.....	9
<b>Form 2: Travel bill – In Sweden</b> .....	10
Fill in the fields:.....	10
Calculate and print the travel claim.....	14
Send the case to the approver/authorizer.....	14
<b>Form 3: Travel bill - International</b> .....	15
Fill in the fields:.....	15
Calculate and print the travel claim.....	21
Send the case to the approver/authorizer.....	21
<b>If the travel claim is returned for completion</b> .....	22
<b>If the travel claim is denied by authorizer</b> .....	22
<b>To copy a travel bill</b> .....	22
<b>To see ongoing and finished travel claims</b> .....	22

## General information

### Information on documentation and payment

---

Payment of travel claims takes place twice a month. In order for travel expenses to be paid on either of these two dates, they must be authorized and presented to the Salaries and Travel Expenses Service (LRS) **no later than the 1st of each month for payment around the 10th, and/or on the 10th for payment on the normal payroll date.**

The following documentation is required:

1. A printout of the travel claim
2. Original receipts for any expenses
3. An itinerary, ticket or booking confirmation showing your travel times

Staple receipts and other documentation on separate sheets of paper or, if there is space, to the expense report printout.

The [Chalmers travel guide](#) contains useful information which should be read prior to business travel. Travel expenses should be registered and sent to the approver as soon as possible, but **no later than three months after the trip or expense/ service has taken place.**

### Division of responsibilities

---

**The traveler** is responsible for ensuring that Chalmers policy is followed as regards meal deductions and interruptions in service. The traveler is responsible for providing an expense report and sending it to the authorizer and normally (for exceptions, see below) for ensuring that Salaries and Travel Expenses Service receives the necessary documentation for payment to occur.

**The authorizer/approver** is responsible for ensuring that the cost of travel expense is justified by business needs and that the right projects are charged. The authorizer bears no responsibility for adjustments, such as removal of VAT or change in the type of outlay, made by the Salaries and Travel Expenses Service. If the authorizer requires documentation in original form, this routine must be created in each department/division. The authorizer must then send the documents to Salaries and Travel Expenses Service.

**The reviewer**, Salaries and Travel Expenses Service, is responsible for ensuring that travel expense accounting is correct, that all documents are present in their original form, and that payment is made at the next payroll date, after the travel expense report has been authorized and the evidence report has been received. If any data is missing or if anything is unclear with regard to the travel expense report, Salaries and Travel Expenses Service will contact the traveler.

# CHALMERS






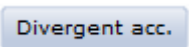
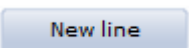
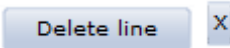
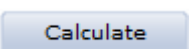





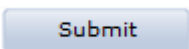
## Language

---

Click on the English or Swedish flag on the left side under the tab system.

## Symbols

---

	= Add/create new travel claim
	= Delete
	= Close
	= Help text (each question mark contains information about the relevant section and can be viewed directly in the form)
	= Account code
	= Deviation in accounts distribution
	= New line (if you wish to add more expenses)
	= Delete line
	= Calculate (once you have filled in the information and wish to review the payment to be made)
	= Print the travel claim as documentation submitted to LRS
 Note/Att	= Messages/Attachments you wish to add
	= Remove
	= Undo your most recent selection
	= Save (it is important to save travel expenses which are not completed immediately)
	= Submit (once you are finished and ready for your supervisor to authorize the travel claim)

## Explanation of the various fields

---

Click on the relevant section heading to register the type of compensation you are seeking. Click the section heading a second time to close it. Headlines in which items have been registered will be marked in blue. All fields marked red are mandatory.

## To register a travel bill

### Login

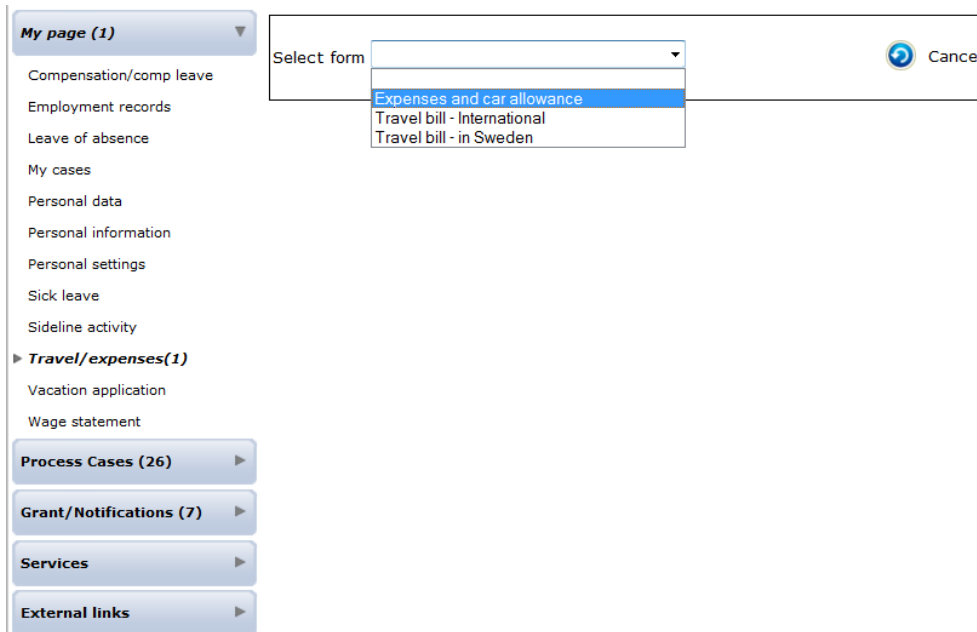
---

Inside the Insidan intranet, in the drop down list under E-service, select the [Primula web](#) human resources system. You log in with your Chalmers ID and password. Click on the tab "My page" and then on "Travel/expenses".

### Select form



---

Travel/expenses consist of three forms, *Expenses and car allowance*, *Travel bill - international* and *Travel bill – in Sweden*. Select the relevant form for the type of trip/expenses that apply to you.




For a **new travel/expense**, select the appropriate form from the drop-down list.

If you have **ongoing expenses or trips**, these will be displayed right on the page. The number of ongoing cases is shown in parentheses under the heading "Travel/expenses".

If you have more than one case, click the arrows   to move the next case, or select the case from the drop-down menu.

**To create a new case when you have ongoing cases**, click on the plus sign  in the upper left corner and then choose a form.

Be sure to regularly click "save" 

## Form 1: Expenses and car allowance

---

**Account code**

The chosen account apply to all costs.  
A divergent account can be chosen for each expense below.

Date from  Date until  Purpose

Description

- Fill in the date in the format YYMMDD along with the purpose and a short description when submitting the travel claim.

### Fill in the fields:

#### Account code

---

Period (accounts) +

---

Saved codings +

Extent(%)	<input type="text" value="100"/>	
Baskonto	<input type="text"/>	
Kostnställe	<input type="text"/>	
Projekt	<input type="text"/>	
Aktivitet	<input type="text"/>	

+ Add

- Delete

x Close

- Delete

1. Click the button “**Account code**”
2. Fill in the **extent**, **cost center** (kostnställe), **project** and any applicable activity
3. Click the plus sign “**Add**” in order to enter the account distribution

The entire travel claim will be assigned to this account distribution if you do not select divergent account code for the respective expense.

If the travel claim has the same account distribution as the employment, you can copy the employee’s account distribution. Click the gray box with the heading “**Period (accounts)**” to view it, click “**copy**” and close the box.

If you regularly use the same account distribution for multiple travel claims, you have the option to “**save codings**” Indicate the name of the account code and select “**confirm**”. Under “**Personal settings**” in the left margin, you can choose to select “**No lists when coding**” to decline to view all available cost centers, projects and activities at Chalmers.

# CHALMERS

## Expenses in SEK

Expenses in SEK

Refer to  Amount  Of which VAT  ? Divergent acc. ?

New line Delete line

1. Select type of expense in from the drop-down menu “**Refer to**”
2. Fill in the “**amount**” and the VAT shown on the receipt. If no VAT is shown on the receipt, enter 0 for “**Of which VAT**”.
3. If you have multiple expense outlays, click “**new line**”
4. You must only fill in “**Divergent account**” if this is different from the main account distribution.

## Expenses in foreign currency

Expenses in foreign currency

Refer to  Amount  ?

Currency code  Exchange rate  Amount in SEK  Divergent acc.

New line Delete line [Currency converter](#)

1. Select type of expense from the drop-down menu “**Refer to**” and enter “**amount**”
2. Fill in the “**currency code**” as well as “**exchange rate**”. Use the exchange rate valid at the time of the expense.
3. In the event of multiple outlays, click “**new line**”
4. You must only fill in “**Divergent account**” if this is different from the main account distribution.

# CHALMERS

## Official entertainment

---

Official entertainment

Description  
Enter the reason for your claim

Refer to Amount Currency code Exchange rate

N:o of participants Total amount

Name/Company Divergent acc.

New line Delete line

1. Describe the purpose of the official entertainment
2. Select type of representation from the drop-down menu “**refer to**”
3. Fill in the “**amount**” and “**number of participants**”
4. Indicate all participants’ names and the organizations to which they belong under “**name/company**”
5. You can also attach a list of participants under “**Note/Att.**” at the end of the form. Write a comment of this by clicking the “name/company” button.
6. Click “**new line**” if you have had multiple occasions for official entertainment
7. You must only fill in “**Divergent acc**” if this is different from the main account distribution.

## Car allowance

---

Car allowance

Include taxable compensation

Route Kilometers Amount

Divergent acc.

New line Delete line

1. Select “**tax-free compensation**” from the drop-down menu. Tick the box “include taxable compensation” if car is the most appropriate means of travel.
2. Fill in “**route**” and “**number of kilometers**”
3. Click “**new line**” if you wish to enter multiple trips

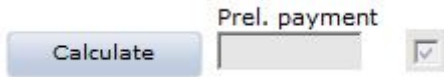


# CHALMERS

4. You must only fill in “**Divergent acc**” if this is different from the main account distribution.

## Calculate and print the travel claim

---



Calculate Prel. payment

1. Once you have filled in all information on the travel claim form, click “**Calculate**”. The sum to be paid will be displayed in the “**preliminary payment**” box.
2. Next, click on **Forms** at the bottom of the page. Choose the form “expenses/car allowance”
3. Print the form and staple all original receipts and itinerary or other documentation of your travel times to the form and send it to LRS.

## Send the case to the approver/authorizer

---



Select recipient  
Weber Karin

Note/Att  
Remove  
Reset  
Save  
Submit

1. In the drop-down list “**select recipient**”, select the person who is to authorize the travel claim.
2. Click “**submit**”
3. If you do not wish to submit the case to the authorizer immediately, select “**Save**” in order to complete the travel claim at a later time.

## Form 2: Travel bill – In Sweden

---

**Please note:** If your business trip is within 50 km from your workplace and/or 50 km from your residence, you should instead create a claim for expenses/mileage. You are not entitled to per diem/allowances for business travel within 50 km from work/home.







Purpose	Description			
<input type="text"/>	<input type="text"/>			
Destination	Departure	Time	Arrival	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Private accomm. ?	Meals	<input type="checkbox"/>	All meals paid by traveller	?

1. Fill in “**purpose**”, “**description**” and “**destination**”
2. Fill in the date (YYMMDD) in the boxes “**Departure**” and “**Arrival**” when the business trip starts from/finish at your home or place of residence. Times should be indicated in the format 0600.

### Fill in the fields:

#### Account code

---

Period (accounts) 	
Saved codings 	
Extent(%)	<input type="text" value="100"/>
Baskonto	<input type="text"/>
Kostnställe	<input type="text"/>
Projekt	<input type="text"/>
Aktivitet	<input type="text"/>
	 Add
	 Delete
	 Close
	 Delete

1. Click the button “**Account code**”
2. Fill in the **extent**, **cost center** (kostnställe), **project** and any applicable activity
3. Click the plus sign “**Add**” in order to enter the account distribution

The entire travel claim will be assigned to this account distribution if you do not select divergent account code for the respective expense.

# CHALMERS


If the travel claim has the same account distribution as the employment, you can copy the employee's account distribution. Click the gray box with the heading **"Period (accounts)"** to view it, click **"copy"** and close the box.

If you regularly use the same account distribution for multiple travel claims, you have the option to **"save codings"** Indicate the name of the account code and select **"confirm"**. Under **"Personal settings"** in the left margin, you can choose to select **"No lists when coding"** to decline to view all available cost centers, projects and activities at Chalmers.

## Private accommodation

---

	Date	Enter the nights with own accommodation
Mo	13-06-03	<input type="checkbox"/>
Tu	13-06-04	<input type="checkbox"/>
We	13-06-05	<input type="checkbox"/>
Th	13-06-06	<input type="checkbox"/>

Clear All  Close


If you **have not** incurred any expenses for accommodation, you are entitled to a **night-time per diem**. Click the nights for which you organized your own accommodation.

Night-time per diem **is not issued** for travelers overnighing on public transportation or if accommodation has been provided free of charge by the host country, government authority, transportation provider or the like.

## Meals and meal benefits

---

	Date	From	Until	No Diet Allowance			Diet Allowance		
				Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner
Mo	13-06-03	09:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tu	13-06-04	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We	13-06-05	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Th	13-06-06	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fr	13-06-07	06:00	14:00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Meals every day</b>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Internat  Close

1. Under **"meals"**, tick the boxes for the meals which you received free of charge.

Exceptions: meals taken aboard public transportation included in the price of the ticket.

### With or without meal benefits/diet allowance?

- As a general rule, for meals paid for by Chalmers, the **"Diet allowance"** box should be ticked. Exceptions for this include representation, internal courses/training/conferences and hotel breakfasts included in the cost of the room.
- If anyone else than Chalmers bears the cost of the meal, the **"No diet allowance"** box should be ticked.

# CHALMERS

- Use the “**Internat**” button if Chalmers has paid for all meals, including external conferences where meals are included in the cost of the conference.
- The box “**all meals paid for by traveler**” should be used when you have paid for all meals yourself, including breakfast.
- For more information about meals and meal benefits, see of Chalmers Travel guide.

## Wage supplement

---

No wage supplement

The “**No wage supplement**” box should be ticked if you do not wish to receive taxable salary increments.

## Interruption in travel

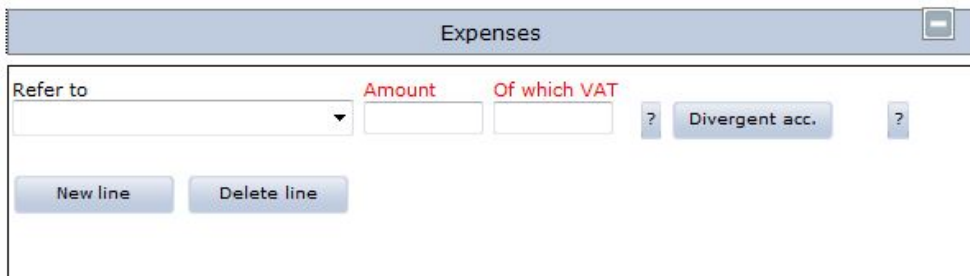
---



1. If you took vacation or any other type of leave during your business trip, this must be indicated under the tab “**Interruption in travel**”
2. **If the duration of interruption included entire days**, fill in the date and time as follows: Start date of interruption, time in the format 0600, Date until is the next day after the interruption ended, time in the format 0600.
3. Add a new line for multiple interruptions.

## Expenses

---



1. Choose the type of expense from the drop-down menu “**Refer to**”
2. Fill in the **amount** and the **VAT** indicated on the receipt. **If no VAT is shown, enter a zero in the box**
3. Click on new line if you have multiple expenses to record

# CHALMERS

4. You must only fill in “**Divergent acc**” if this is different from the main account distribution.

## Official entertainment

---

Official entertainment

Description  Enter the reason for your claim ?

Refer to  Amount  Currency code  Exchange rate

N:o of participants  Total amount

Name/Company  Divergent acc.

New line  Delete line

1. Describe the purpose of the official entertainment
2. Select type of representation from the drop-down menu “**refer to**”
3. Fill in the “**amount**” and “**number of participants**”
4. Indicate all participants’ names and the organizations to which they belong under “**name/company**”
5. You can also attach a list of participants under “**Note/Att.**” at the end of the form. Write a comment of this by clicking the “name/company” button.
6. Click “**new line**” if you have had multiple occasions for official entertainment
7. You must only fill in “**Divergent acc**” if this is different from the main account distribution.

## Car allowance

---

Car allowance   Include taxable compensation ?

Route  Kilometers  Amount  Divergent acc.

New line  Delete line

1. Select “**tax-free compensation**” from the drop-down menu. Tick the box “include taxable compensation” if car is the most appropriate means of travel.
2. Fill in “**route**” and “**number of kilometers**”
3. Click “**new line**” if you wish to enter multiple trips
4. You must only fill in “**Divergent acc**” if this is different from the main account distribution.

## Calculate and print the travel claim

---



Calculate Prel. payment

1. Once you have filled in all information on the travel claim form, click “**Calculate**”.  
The sum to be paid will be displayed in the “**preliminary payment**” box.
2. Next, click on **Forms** at the bottom of the page. Choose the form “travel bill in Sweden”
3. Print the form and staple all original receipts and itinerary or other documentation of your travel times to the form and send it to LRS.

## Send the case to the approver/authorizer

---



Select recipient  
Weber Karin

Note/Att  
Remove  
Reset  
Save  
Submit

1. In the drop-down list “**select recipient**”, select the person who is to authorize the travel claim.
2. Click “**submit**”
3. If you do not wish to submit the case to the authorizer immediately, select “**Save**” in order to complete the travel claim at a later time.

## Form 3: Travel bill - International

---

### Fill in the fields:

**Purpose**  
  Continuing a travel bill ?

**Description**

**Date from** **Time** **Date until** **Time** ? Information travelling times

**Departure** **Time** **Destination** **Arrival** **Time**

**Return dep** **Time** **Destination (Sweden)** **Arrival** **Time**

?   All meals paid by traveller ?

1. Fill in the “**purpose**” of the business travel and a short “**Description**”
2. In the “**Date from**” box, enter the date you began your trip (when you left your place of residence/workplace). In the box “**Date until**”, fill in the date when the business trip ended (returned to place of residence/workplace). Use the date format YYMMDD. Fill the boxes for time using the format 0600 and 1800.
3. In the “**Departure**” box, indicate the date of the departing flight or when the train has left the border. In the “**Time**” boxes, enter the departure and arrival times in local time. In the “**Arrival**” box, enter the date when your flight landed. Enter information about the return trip in the same manner, i.e. time in local time.
4. Click “**new line**” if you will be traveling in multiple countries. Click X to delete a row. **NB:** Do not record layovers in countries where you do not spend time outside the airport; enter only the final destination.

### Travel advances

---

If you have been approved for a travel advance, this will be shown under the “**Travel advance**” button. For the travel claim against which the travel advance must be settled, leave the box ticked in order for the amount to be settled.

### Continuing a travel bill

---





1. Here you will tick the box to indicate whether you will divide a longer business trip into multiple travel claims. It is important to tick this box for the first travel claim and following claim(s), except for the final travel claim. You must enter in the “**Date until**” box the date

# CHALMERS

you depart for your next trip for which you will submit a travel claim, not the date of your final return home. You should not enter anything in the first box called “**time**”.

In order to create the next travel claim, click “**My cases**” in the left margin. Search the archive for the first travel claim. Click the link “**continuing a travel bill**”. After a moment, the trip continuation will be shown under “**Travel/Expenses**” in the left margin. When recording the second (but not the last) travel claim in a row, do not fill in “**Arrival**”, but continue recording any additional expenses and time periods under “**Date from**” and “**Date until**” (see specifications above). When recording the final travel claim for the same trip, fill in your return trip as well as the date at time of your actual return.

## Account code

Period (accounts)	
+	
Saved codings	
Extent(%)	<input type="text" value="100"/>
Baskonto	<input type="text"/>
Kostnställe	<input type="text"/>
Projekt	<input type="text"/>
Aktivitet	<input type="text"/>
	 Add
	 Delete
	 Close
	 Delete

1. Click the button “**Account code**”
2. Fill in the **extent**, **cost center** (kostnställe), **project** and any applicable activity
3. Click the plus sign “**Add**” in order to enter the account distribution

The entire travel claim will be assigned to this account distribution if you do not select divergent account code for the respective expense.

If the travel claim has the same account distribution as the employment, you can copy the employee’s account distribution. Click the gray box with the heading “**Period (accounts)**” to view it, click “**copy**” and close the box.


If you regularly use the same account distribution for multiple travel claims, you have the option to “**save codings**” Indicate the name of the account code and select “**confirm**”. Under “**Personal settings**” in the left margin, you can choose to select “**No lists when coding**” to decline to view all available cost centers, projects and activities at Chalmers.



# CHALMERS

## Private accommodation

	Date	Enter the nights with own accommodation
Mo	13-06-03	<input type="checkbox"/>
Tu	13-06-04	<input type="checkbox"/>
We	13-06-05	<input type="checkbox"/>
Th	13-06-06	<input type="checkbox"/>


Clear All  Close

If you **have not** incurred any expenses for accommodation, you are entitled to a **night-time per diem**. Click the nights for which you organized your own accommodation.

Night-time per diem **is not issued** for travelers overnighing on public transportation or if accommodation has been provided free of charge by the host country, government authority, transportation provider or the like.

## Meals and meal benefits

	Date	From	Until	No Diet Allowance			Diet Allowance		
				Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner
Mo	13-06-03	09:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tu	13-06-04	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We	13-06-05	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Th	13-06-06	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fr	13-06-07	06:00	14:00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Meals every day</b>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Internat  Close

1. Under “**meals**”, tick the boxes for the meals which you received free of charge.  
Exceptions: meals taken aboard public transportation included in the price of the ticket.

### With or without meal benefits/diet allowance?

- As a general rule, for meals paid for by Chalmers, the “**Diet allowance**” box should be ticked. Exceptions for this include representation, internal courses/training/conferences and hotel breakfasts included in the cost of the room.
- If anyone else than Chalmers bears the cost of the meal, the “**No diet allowance**” box should be ticked.
- Use the “**Internat**” button if Chalmers has paid for all meals, including external conferences where meals are included in the cost of the conference.
- The box “**all meals paid for by traveler**” should be used when you have paid for all meals yourself, including breakfast.
- For more information about meals and meal benefits, see Chalmers Travel guide.

# CHALMERS

## Interruption in travel

Interruption in travel

Interruption in travel    Date from    Time    Date until    Time

New line    Delete line

1. If you took vacation or any other type of leave during your business trip, this must be indicated under the tab “**Interruption in travel**”

2. **If the duration of interruption included entire days**, fill in the date and time as follows: Start date of interruption, time in the format 0600, Date until is the next day after the interruption ended, time in the format 0600.

3. Add a new line for multiple interruptions.

## Expenses in SEK

Expenses in SEK

Refer to    Amount    Of which VAT    Divergent acc.

New line    Delete line

1. Select type of expense in from the drop-down menu “**Refer to**”

2. Fill in the “**amount**” and the VAT shown on the receipt. If no VAT is shown on the receipt, enter 0 for “**Of which VAT**”.

3. If you have multiple expense outlays, click “**new line**”

4. You must only fill in “**Divergent account**” if this is different from the main account distribution.

# CHALMERS

## Expenses in foreign currency

Expenses in foreign currency

Refer to  Amount

Currency code  Exchange rate  Amount in SEK

Divergent acc.

New line  Delete line  [Currency converter](#)

1. Select type of expense from the drop-down menu “Refer to” and enter “amount”
2. Fill in the “currency code” as well as “exchange rate”. Use the exchange rate valid at the time of the expense.
3. In the event of multiple outlays, click “new line”
4. You must only fill in “Divergent account” if this is different from the main account distribution.

## Official entertainment

Official entertainment

Description  Enter the reason for your claim

Refer to  Amount  Currency code  Exchange rate

N:o of participants  Name/Company  Divergent acc.

Total amount

New line  Delete line

1. Describe the purpose of the official entertainment
2. Select type of representation from the drop-down menu “refer to”
3. Fill in the “amount” and “number of participants”
4. Indicate all participants’ names and the organizations to which they belong under “name/company”
5. You can also attach a list of participants under “Note/Att.” at the end of the form. Write a comment of this by clicking the “name/company” button.
6. Click “new line” if you have had multiple occasions for official entertainment
7. You must only fill in “Divergent acc” if this is different from the main account distribution.

## Car allowance

Car allowance

Car allowance  Include taxable compensation ?

Route Kilometers Amount Divergent acc.

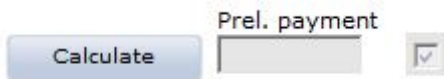
New line Delete line

1. Select “**tax-free compensation**” from the drop-down menu. Tick the box “include taxable compensation” if car is the most appropriate means of travel.
2. Fill in “**route**” and “**number of kilometers**”
3. Click “**new line**” if you wish to enter multiple trips
4. You must only fill in “**Divergent acc**” if this is different from the main account distribution.

# CHALMERS

## Calculate and print the travel claim

---



Calculate Prel. payment

1. Once you have filled in all information on the travel claim form, click “**Calculate**”. The sum to be paid will be displayed in the “**preliminary payment**” box.
2. Next, click on **Forms** at the bottom of the page. Choose the form “travel bill International”
3. Print the form and staple all original receipts and itinerary or other documentation of your travel times to the form and send it to LRS.

## Send the case to the approver/authorizer

---



Select recipient  
Weber Karin

Note/Att  
Remove  
Reset  
Save  
Submit

1. In the drop-down list “**select recipient**”, select the person who is to authorize the travel claim.
2. Click “**submit**”
3. If you do not wish to submit the case to the authorizer immediately, select “**Save**” in order to complete the travel claim at a later time.

## If the travel claim is returned for completion

---

If the authorizer/approver has returned the travel bill for supplementation or modification before approval it will show in “**Travel/Expenses**”. Open it and complete it according to the authorizers written motivation.

## If the travel claim is denied by authorizer

---

If the travel bill is denied it will show in “**Travel/Expenses**”. Choose to remove it so that it will disappear from your view.



The authorizer has the option of sending an email to you when your travel claim has been declined so that you will be notified of the status of the travel claim.

## To copy a travel bill

---

If you have multiple similar business trips and need to copy a travel bill, click on “**My cases**” in the left margin, find the relevant travel bill by searching for it and click “**Copy case**” Then click on “**Travels/expenses**” where the copied travel bill is displayed. Make any corrections and then submit the claim to the authorizer.

## To see ongoing and finished travel claims

---

Once the travel bill has been forwarded to your authorizer, you can check the status under “**My cases**” There you will see cases which have been approved as well as travel claims the authorizer may have declined/returned. The travel bills which is already paid you see by ticking the box “**search archive**”, choose “**travel/expenses (reseärende)**” in the drop down box “**type of case**”



The screenshot shows a web interface for searching cases. On the left, there is a sidebar with a dropdown menu labeled "My page (3)" and several menu items: "Compensation/comp leave", "Employment records", "Leave of absence", and "My cases" (which is selected and has a right-pointing arrow). To the right of the sidebar is a search area titled "Selection criterias". It contains several input fields: "Case id" (text box), "Origin" (text box), "Type of case" (dropdown menu), "Search archive" (checkbox), and "Search period" (two text boxes). A "Search" button is located at the bottom right of the search area.