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|  | **REPORT on business travel**  Non-employee    Date |

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| Name | Personal identity number |
| Address | Postal code, location |
| Telephone number | E-mail |
| Department/equivalent |  |

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| --- | --- | --- | --- |
| Assignment location | | | |
| Purpose of travel | | | |
| EU project  Non-EU project | | | |
| Travel starts | Travel ends | Estimated total cost | The cost of the travel encumbers the following allowances |
| Full allowance is paid  Allowance is not paid  Part of allowance is paid by SEK per day  Salary increment is paid  Salary increment is not paid | | | |
| When applicable, the traveller is liable to find out about the safety situation at the assignment location (for example, through the website of the Ministry for Foreign Affairs) Other: | | | |

**Other information**

* The travel plan and contact information should be filled in on the reverse page.
* The form should be filled in for assignments which take place more than 50 km from the regular place of employment and which last for more than 5 hours.
* Business travel should always be instructed by the head of department/equivalent.
* For business travel within and outside the EU, travellers should carry an insurance certificate issued by Kammarkollegiet; “Swedish state business travel insurance certificate”. Contact the staff administrator for the insurance card.
* For business travel **within** the EU, travellers should also carry the European Health Insurance Card which provides entitlement to the country's medical benefits. Travellers should order the card themselves from the Swedish Social Insurance Agency.

**Project manager/equiv. Head of department/equiv. Administrator**

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| Date, Location | Date, Location | Date, Location |
| Signature | Signature | Signature |
| Name in block letters | Name in block letters | Name in block letters |

**Travel plan**

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**Contact information during the travel**

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