|  |  |
| --- | --- |
|  | **TRAVEL CLAIM**  **For residence abroad**  **Non-Employee**    Date |
| Taxable | |
| Name | | Date of birth, year month day  Male  Female | |
| Adress | | Postal code, location, | |
| Telephone number | | Email | |
| Department/equivalent | |  | |

|  |  |  |
| --- | --- | --- |
| Purpose | | |
| Location | | EU-projekt  Non- EU-projekt |
| Travel started (date and time – residence/workplace) | Travel ended (date and time – residence/workplace) | |

**Transport expense** (for example, flight, boat, bus, etc.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Specify mode of transport | | | | Supplement | Exkl VAT kr löneart **4002** | VAT kr löneart **4022** |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
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|  |  | | | |  |  |  |
|  |  | | **Summa kr** | | |  |  |
| **Accomodation expense** | |  | | | |  |  |
| Date | Specify accomodation | | | | Supplement | Exkl VAT kr löneart **4111** | VAT kr löneart **4022** |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | **Summa kr** | |  |  |

**Allowance, private car**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Route | | Km | Non-taxable part kr  löneart **4043** |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  | | **Summa kr** | |  |  |

Summary payment (Stated by administrator/ifylles av administratör, ange kontaktperson nedan)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Löneart | Km or Amount | Account (kf 1) | Project (kf 2) | Org. unit (kf 3) | Achievment (kf 4) | Activity (kf 5) | Counterpart (kf 6) | Financier (kf 7) |
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|  |
| --- |
| Name, contact at department/equiv. |

**Traveller´s signature**

|  |  |
| --- | --- |
| Signature | Date, Location |
|

**Head of department/equiv.**

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

**Send the form together with receipts in the original and any other documents supporting your expenses/claim to your department/equiv. for A/C coding and attest.**