|  |
| --- |
| **Traveller** |
| Last name, first name | Swedish national ID number |
|       |       |
| Address |  |
|       |
| Zip code and city | E-mail address |
|       |       |
|  |
| **Department/Unit** |
| Department/Unit |  |
|       |
| Contact person | Telephone |
|       |       |
|  |
| For new registration and account change, register your account in Danske Bank via this link: [danskebank.se/lonetjanst](http://danskebank.se/lonetjanst) |
|  |
| **Travel** |
| Departure date | Time | Arrival date | Time |
|       |       |       |       |
| Destination | Purpose |
|       |       |
|  |
| **Travel expenses, paid by the traveller** |
| Type of expense | Amount incl. VAT | VAT | Exchange code | Exchange rate |
|       |       |       |     |       |
|       |       |       |     |       |
|       |       |       |     |       |
|       |       |       |     |       |
|       |       |       |     |       |
|  |
| **Car reimbursement** |
| Date | Route | Distance in kilometres |
|       |       |       |
| [ ]  Car | [ ]  Car agreement | [ ]  Motorcycle | [ ]  Moped |
|  |
| **Account code** |
| Extent % | Account | Org.unit | Dept | Project | Activity |
|       |      |      |    |       |       |
|       |      |      |    |       |       |
|       |      |      |    |       |       |
|  |
| **Signatures** |
| Traveller | Reviewer | Payment authorisation (authoriser) |
|  |  |  |

|  |
| --- |
| **If per diem is claimed, fill in the form below** |
|  |
|  |
| **Meal reduction** |
|  |
| [ ]  All meals paid by the traveller |
|  |
|  | **No meal benefit/ Representation** | **With meal benefit** | **Nighttime per diem** |
|  | Breakfast | Lunch | Dinner | Frukost | Lunch | Dinner | Standard amount | Supplement |
| Day 1 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Day 2 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Day 3 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Day 4 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Day 5 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Day 6 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| If more then6 days – continue on an extra sheet of paper and staple to the travel bill |
|  |
| **International travel** |
| Departure country | Departure date | Time | Arrival country | Arrival date | Time |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|  |
| **Per diem** | **Salary supplement** |
| Claimed |  | Claimed |  |
| [ ]  Yes | [ ]  No | [ ]  Yes | [ ]  No |
| If yes, per diem is claimed with a smaller amount, state total amount | If yes, salary supplement is claimed with a smaller amount, state total amount  |
|       |       |
|  |