|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | | |
|  | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |