



BUSINESS TRIP TO DO LIST

INTERNATIONAL & LONGER DOMESTIC TRAVELS

This checklist should be used when planning and booking trips abroad and for longer trips in Sweden.

1. BOOKING BUSINESS TRIP

- Plan your trip in due time. **Note what project you are traveling for.** Fill in an “**Advance notice of Travel- internat (AnoT) in Primula**” for approval from the head of the department

(Do not leave empty or with irrelevant information, make sure your trip is verified and that you have information of what project you are traveling for)

- When the AnoT is approved **book accommodation and tickets.** The procured travel agency (Lingmerths) should always be used in order to ensure state negotiated prices as well as valid insurances for the traveler. <https://mp.uu.se/web/info/stod/resor-ny>

(If Lingmerths can't provide accommodation stay at moderate hotels/inns and choose options close to the business you are visiting)

- Always travel in economy class, and use local transport when possible.
- If Taxi is necessary to Arlanda airport, use Uppsala taxi (as a procured agency) <https://mp.uu.se/web/info/stod/resor-ny/boka-taxi>.
- Bring your Swedish State Business insurance card or European health insurance card (EHIC) for trips outside Sweden. *(Ask the personnel administration at the department for a card.)*

2. DURING YOUR TRIP

- Always save all receipt for local transports and taxi. All countries and serious companies are able to issue a receipt upon request.
- Food and beverage abroad are not reimbursed for private use. Per diem is optional but highly recommended to cover extra costs of this kind abroad. *(For more information see the links to rules and guidelines below.)*
- Representation during business trips should be considered before. If the purpose of the business trip is to negotiate or sign new agreements of importance for the university, representation could be planned for beforehand.

- Important to** save programme from conferences or other activities as proof of participation and as document for free meals. Programmes should always be attached to your travel reimbursement claim.
- In case of emergency, contact local authorities/hospitals. If you need further assistance contact the administration for help.

3. UPON RETURN

- Sum up receipts and make your **Travel reimbursement** in Primula web.
 - All expenses should be verified by receipt. If receipts are missing, print a bank statement for the period and give information in detail why receipt is missing.
 - Please do this before the 5th the month you return, in order to be reimbursed the same month, and to make sure all costs are registered in the books the period they occurred. Trips older than one year are not reimbursed.
 - Instructions could be found in Primula web or on MP.
- Follow the instructions to make a valid travel reimbursement. Uncompleted reimbursement will be returned until completed.
- All travel reimbursement will be checked against the travel form. If any changes were made regarding the trip or project concerned, please state this very clear on the travel reimbursement.
- Print the complete Travel reimbursement and attach receipts to the case and **send the hard copy and receipts in original to the Salary department.** Send the travel reimbursement electronically in Primula Web.
 - Recap above to see if you have checked the relevant boxes for your trip.

4. WHAT TO LEAVE FOR FAMILY AT HOME

- Leave your contact information — including the names, addresses, and phone numbers of the hotels/where you are staying — with a family member, so they can reach you while you're away.
- Your travel itinerary.

5. RULES AND REGULATIONS

- When taking someone outside work with you on the work trip, the accommodation is only reimbursed with 75% of the cost, due to Tax regulations. The accommodation can not be booked through Lingmerths yet when booking together with someone outside of work.
- If you have expenses during the trip you can only get reimbursed for expenses related to you, not any co-worker.

Links to Rules and Guidelines

https://regler.uu.se/digitalAssets/14/c_14219-1_3-k_riktlinjer-tjansteresor-och-moten.pdf

<https://mp.uu.se/web/info/stod/resor-ny>

Insurance: <https://mp.uu.se/web/info/stod/resor-ny/forsakring>