

Expenses in Primula

When should you register an expense claim?

An expense claim should be made when you only want reimbursement for receipts. For example, if you have paid a conference fee privately and need reimbursement before the business trip. If you have several receipts and the funding (activity) is the same, you can include everything in the same expense case by clicking *New row* under each expense:



Note: Private meals are not reimbursed via receipts.

For reimbursement of private meals during your business trip, **see the manual for *Travel Expense Report in Primula***.

You can also read more here about [Reimbursement of travel expenses, subsistence allowance and meal deductions](#)

Steg för steg i Primula:

1. **Log in to Primula and go to My Page – Travel/Expenses**
2. **Then select “LU Expenses/Car allowance” and Create new case.**

Select type of -travel/expenses

- LU Expenses/Car allowance
- Travel abroad LU
- Travel domestic LU
- travel advance

[CREATE NEW CASE](#)

3. General:

GENERAL INTERNATIONAL EXPENSES DOMESTIC EXPENSES REPRESENTATION CAR ALLOWANCE SUBMIT

Here you fill in information about how the cost(s) are to be financed. You can also attach files here or in any of the other tabs.

a/c Coding (How the costs will be funded):

a/c Coding ** ⓘ -

Employment accounts +

Add accounting entry

Allocation in percent: 100.00

Cost center:

Activities:

Area of act.:

Opt. field:

- Click on “+” to open the coding box and fill in:
1. Cost center, 2. Activity, 3. Area of act. *The Opt. field can usually be skipped.*

Save the case at the bottom of the page.

Drag and drop files here to attach or [browse](#) +

4. International expenses, Domestic expenses, Representation:

GENERAL	INTERNATIONAL EXPENSES	DOMESTIC EXPENSES	REPRESENTATION	CAR ALLOWANCE	SUBMIT
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- Here you enter your receipts, depending on what it is and in which currency they were paid.
- *International Expenses:* For receipts in foreign currency, you need to specify the exchange rate on the payment day, with four decimals (no rounding). See [Oanda - Valutakurser](#). If you use the actual exchange rate you paid, attach a bank statement as proof.
- Provide a clear purpose/description for each purchase and do not round amounts.
- Add more expenses in the same case by clicking “New Row” if needed.



- Attach scanned receipts or invoice + bank statement in PDF format (not screenshots/photos).

For EU project funding: Submit original receipts in the mailbox “Reseräkningar” as well.

5. Car allowance:

GENERAL	INTERNATIONAL EXPENSES	DOMESTIC EXPENSES	REPRESENTATION	CAR ALLOWANCE	SUBMIT
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- Used only if you have agreed in advance with your manager that car is the best travel option. Fill in the date, entire route, and total kilometers. For multiple locations, add new row and attach a detailed description of the trip. Private cars should be used restrictively.

6. Submit:

GENERAL	INTERNATIONAL EXPENSES	DOMESTIC EXPENSES	REPRESENTATION	CAR ALLOWANCE	SUBMIT
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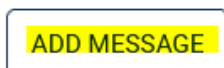
- Here you can calculate your preliminary payment:

Provisional payment

A button with a calculator icon and the text "CALCULATE".	<input type="text"/>
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- You can also add a message in this tab if something needs clarification or if you need to respond to questions after your case has been returned.

Add messages



- When finished, click “Send case” at the bottom.

Before submitting, check that all attachments are included in PDF format (e.g., program, receipts, participant lists, documentation supporting funding, etc.).

