

MEALS

First, fill in all the details of the business trip under the tab "General" and then press "Save case". Now it is possible to fill in information about meals.

- If you paid for all meals yourself during the trip, you set **YES** here:

To fill in information about meals, click on the plus sign. 



Meals I have paid for all meals **NO** **YES** +

- If you did not pay for all meals yourself during the trip, select **NO** instead and press the + sign. This will open a box over the days you have been away, see e.g., below:



Meals I have paid for all meals **NO** **YES** -

Date	Breakfast		Lunch		Dinner	
	Free meal	With meal ben...	Free meal	With meal ben...	Free meal	With meal ben...
Mon, 03/07/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue, 04/07/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wed, 05/07/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FREE MEAL = Tick only the meals that you received during the trip. When you tick this box, the allowance you would otherwise have received for that meal is deducted, but you are not taxed for the meal unless you ticked "With meal benefit" next to it.

Meals that are free of charge but do not need to be taxed can be, for example, those that are included in:

- *Travelling by public transport.*
- *The price for overnight stay, ex. hotel breakfast.*
- *Representation (both internal and external)*
- *Working meetings with more than 6 hours program and end of term, e.g., Christmas party.*

WITH MEAL BENEFIT = If the free meal is to be taxed for benefit, you also tick this box.

Meals that are subject to benefit tax can be, for example, meals that:

- *Included in the Conference/equivalent you are attending.*
- *Are free but do not fit into the above categories.*

If you only want to register a meal benefit or other benefit (without making a travel expense report), you register it in Primula under **My Page – Compensations/fees – Select form (Taxable Benefit 1)**. This may be relevant for work meals, for example. All employees must register benefits themselves, except for gifts received, which instead are registered by the person who gave it.