

# Travel Expense Report in Primula

**When should you submit a travel expense report?** A travel expense report should only be made when you are **applying for subsistence allowance after a business trip**. The subsistence allowance is intended to cover increased living costs, such as higher food expenses during the trip. Therefore, private meal receipts should not be attached to the travel expense report, but you can attach other costs, such as local transport or conference fees.

**If you are only seeking reimbursement for receipt expenses (not subsistence allowance), instead select the type “LU Expenses/Car allowance”.**

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

## Step-by-step in Primula:

1. **Log in to Primula and go to My Page – Travel/Expenses**
2. **Select Travel Domestic LU(travel within Sweden) or Travel Abroad LU (travel outside Sweden) and create a 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 INTERRUPTION OF THE TRIP CAR ALLOWANCE

Here you fill in all details about your trip, such as *travel times, purpose, destination, and meals*. These details, as well as any interruptions, form the basis for the subsistence allowance calculation. Support the entered details by **attaching a conference program or similar** showing the dates and times of the business trip.


#### Basic details:


Date from \*  

Time from \*

Date to \*  

Time to \*

Purpose \*  



- Enter the date and time of departure and return from home/workplace, not when the means of transport (plane/train/etc.) departed.
- Then select the correct category for the business trip’s purpose and describe the purpose in more detail.
  - Example:  
Purpose = Conference. Description: Conference XXXXX in Greece, June 12–13.

**Travel times** (Note: This section does not exist for Domestic Travel):

Departure country <input type="text"/>	Time from HH:mm <input type="text"/>	Destination Destination <input type="text"/>	Arrival country <input type="text"/>	Time to HH:mm <input type="text"/>
<input type="button" value="+ NEW ROW"/>				
Date from <input type="text"/>	Time from HH:mm <input type="text"/>	Country (Sweden or end dest.) Country (Sweden) <input type="text"/>	Arrival country <input type="text"/>	Time to HH:mm <input type="text"/>

- Fill in detailed information about when the means of transport (plane/train/etc.) left and arrived in Sweden/end destination and which country you traveled to. If you visited several countries, click “+ New Row”. *Stopovers do not need to be specified.*

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

a/c Coding \*\*

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Employment accounts

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**Add accounting entry**

Allocation in percent <input type="text" value="100.00"/>	Cost center <input type="text"/>	Activities <input type="text"/>
Area of act. <input type="text"/>	Opt. field <input type="text"/>	

- 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** to be able to fill in meal details.

You can also attach files here or in any of the other tabs.

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

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**Meals:**

Free meals at work are a taxable benefit (*generally*) and any meal benefit must be registered in Primula. In the case of free meals during business trips, this is done in the Travel Expense Report. But there are some exceptions for meal benefits and the Swedish Tax Agency(Skatteverket) sums it up like this:

**Fri kost under tjänsteresa**

Reglerna om vad som gäller i olika fall när den anställda får kost under tjänsteresa kan sammanfattas enligt följande:

	Minskning av traktamente	Förmåns- beskattning
Fri kost under tjänsteresa huvudregel	Ja	Ja
Hotellfrukost som ingår obligatoriskt i rumspriset	Ja	Nej
Kost på allmänna transportmedel som ingår obligatoriskt i priset	Nej	Nej
Extern representation	Ja	Nej
Intern representation	Ja	Nej

(Page 5 at Link: [Traktamenten och andra kostnadsersättningar](#))

When you have been on a business trip, it is therefore important to enter the correct information about the meals. You fill this in as follows:

- Select **“Yes”** if you paid for all meals yourself
- Select **“No”** if you had any meal paid for during the trip.

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

**If you selected “No”:** Click **“+”** and specify which meals you did not pay yourself by marking **“Free meal”** and possible **“With meal benefit”** at these.

- **Free meal (= Reduces the subsistence allowance/Minskning av traktamente):** Check the meals you did not pay for yourself. Leave the remaining meals blank.
  - **With meal benefit (= Taxable benefit/Förmånsbeskattning):** Check if the free meal should be taxed as a benefit.
- *Below is an Example of how to fill in the Meals when:*
    - Breakfast was included in hotel cost (Free meal).
    - Lunch was included in conference (Free meal, With meal benefit).

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, 02/02/2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 4. International expenses, Domestic expenses, Representation:

GENERAL  INTERNATIONAL EXPENSES  DOMESTIC EXPENSES  REPRESENTATION  INTERRUPTION OF THE TRIP  CAR ALLOWANCE

- 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. Interruption of the trip:

GENERAL  INTERNATIONAL EXPENSES  DOMESTIC EXPENSES  REPRESENTATION  INTERRUPTION OF THE TRIP  CAR ALLOWANCE

- Fill in if you had interruptions in the business trip, such as vacation at the beginning or end of the trip. No subsistence allowance is generated for this time. See further instructions on this tab in Primula.

## 6. Car Allowance:

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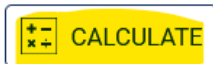
- Used only if you have agreed in advance with your manager that car is the best travel option. Fill in the date, entire route, and total kilometers. For multiple locations, add new row and attach a detailed description of the trip. Private cars should be used restrictively.

## 7. Submit:

INTERNATIONAL EXPENSES	DOMESTIC EXPENSES	REPRESENTATION	INTERRUPTION OF THE TRIP	CAR ALLOWANCE	SUBMIT
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- Here you can calculate your preliminary payment:

Provisional payment



- Primula always calculates the maximum subsistence allowance based on the entered details. If you and your manager have agreed on a lower subsistence allowance than calculated, go back to the General tab and enter the total amount for this under “**Lower subsistence allowance**”:

Salary supplements

Lower subsistence allowance

Then click **Save case** and calculate again

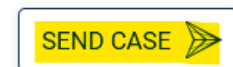
- You can also add a message in this tab if something needs clarification or if you need to respond to questions after your case has been returned.

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.).**



/ Annica Karlsson, Updated 2026-03-18