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Expenses and Travel bills in Primula

All employees make their expenses in our HR system Primula. This applies for travel bills, expenses for projects, and other expenses that the institution is to pay. On Primulas page you can access a good guide to all the functions in Primula, including how to make expense and travel bill errands. You can find it here: https://hrinfo.pa.su.se/mypage.pdf. Below you can find some complementary information.

When you go in to Travel/Expenses in Primula there are four options: **Expenses and car allowance, Travel bill – international** and **Travel bill – Sweden**. If you have been on a business trip and want to claim subsistence allowance, chose travel bill. If you're a doctoral student you should always use Expenses and car allowance.

Account code

In order to state the account code, press the button at the top left on the page. You can save an account code and give it a name, in order to easily use it later on. It is also possible to use different account codes in the same errand.

"Expenses personnel welfare" is the expense type for buns and cakes to the institution, for instance for onsdagsfika. The you should use the following account code:

70 % on inst 310   Activity: 10300   Cost carrier: 999999
30 % on inst 310   Activity: 30300   Cost carrier: 999999

The institution can also pay the expenses for **doctoral students' travels**. There is a special project number to use for these expense bills, as below. Do not fill out Activity.

100 % on inst 310   **Project: 4931055**   Cost carrier: 310002

Another type of expense can be in connection with disputations. For this, use the following account code:

100 % on inst 310   Activity: 30301   Cost carrier: 310002

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Costs that are to be paid by a research project

Often, a research project is to pay for the expense. If you – that has made the expense – is not the PI, you of course need an approval from the PI to use the project's funds. You also need to email this approval to Mathilda.

Account code for projects

When a project is to pay for a cost, you should only state **institution**, **project number** and **cost carrier** in the account code. Do not fill out unit or activity. If you do not know the project number or cost carrier, please ask the PI.

Receipts

- All receipts are to be scanned and attached to the errand in Primula, in PDF format. To this by pressing the "Note/Att" button at the bottom right corner. Do not forget to save after you have attached the files, and control that they have been saved.
- For travel bills, you also need to attach the travel itinerary from BCD Travel.
- The original receipts are to be taped on a blank A4 paper and be handed in to Mathilda Giertz, together with a printout from the errand.

Flight, train and hotel

All business trips are to be booked through [BCD Travel](), the travel agency that Stockholm University has a contracted agreement with. This agreement obliges all employees to book flights, trains and hotels through BCD Travel. It **is not** allowed to book this on your own and then request reimbursement for it in Primula.

If you have any questions about Primula or expenses, don't hesitate to contact Mathilda Giertz: mathilda.giertz@sociology.su.se.