Traveler’s manual – Trips
Version from 20090610

Login Log in to PASS using CAS login

Options in PASS
Choose Trips (Resor).
Choose the form Domestic travel (Inrikes resa), International travel (Utrikes resa) or Out-of-pocket expense (Utlägg).
Choose job post (anställning) for when there are several.

Step by Step Shifting from field to field is done with the Tab key or mouse cursor.

Account code
Click on Account. Fill in the fields with regard to org. unit, activity, project, click on Add and close by clicking on Close. The account code selected is used for the entire travel expense. If no account code is given then the job post’s account code is used.

Departure Fill in the departure date and time from home/work place. Return date and time to home/work place.

Destination Choose destination from the scroll list.
If your destination is missing, contact the system administrator.

Purpose Choose purpose in the scroll list.

Notes Can be used for any information or explanations / clarification.

Departure international travel Fill in the departure (date and time), to what country you traveled and arrival (date and time) in the country, local time.
For example, departure from Umeå’s airport and arrival at destination’s airport.
Add a new row (N) fill in the departure from the destination, state Sweden as the new destination and fill in the arrival to Sweden.

No salary supplement / per diem If no salary supplement or per diem is desired, mark the squares.

Within work area Mark this square when the trip has taken place within a 50 km radius.

Nighttime per diem In the case of private lodging, fill in the number of nights.
Meals
Click on Meals
Deduction of meals from the per diem/salary supplement must be done if the employer or someone else has provided free meals. The deduction must be done even if you choose not to eat the meals.

No meal benefit: Free hotel breakfast, meals at representation, meals that someone else has provided that you have chosen not to eat.
With meal benefit: Meals that the employer or someone else has provided.

All meals paid by the traveler
Mark the square if you have paid all the meals yourself.

Reduced per diem
You automatically receive both per diem and any salary supplement. In the case of per diem reduction, state the desired maximum amount. Nighttime per diem is not included in the reduction.

Out-of-pocket expenses
Fill in the out-of-pocket expense including tax in the field, Amount out-of-pocket expenses.
At representation state the number in the field Number of persons at representation.
For reimbursement for international expenses provide Exchange code and Exchange rate. The current exchange rate can be found at: www.oanda.com/convert/classic

Car reimbursement
Choose means of transportation. Fill in the number of km. For reimbursement for both car and trailer fill in the number of km for each.
Click on square special car agreement if you have received this.

Travel Interruption
Select reason for interruption in the scroll list. For an interruption that lasts an entire day, state date and time 06:00 to 23:59.

Calculate
By clicking on Calculate at the bottom of the form the actual reimbursements will be shown.

Out-of-pocket attachment
For reimbursement for out-of-pocket expenses pick up a travel form and print out an out-of-pocket expenses form and attach receipts to the form.

Messages
Space to write a message to the reviewer and supervisor.

Send
When the travel expense is finished, click on the letter symbol to send it to the reviewer.