

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	<p>Click on Meals</p> <p>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.</p> <p>No meal benefit: Free hotel breakfast, meals at representation, meals that someone else has provided that you have chosen not to eat.</p> <p>With meal benefit: Meals that the employer or someone else has provided.</p>
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	<p>Fill in the out-of-pocket expense including tax in the field, Amount out-of-pocket expenses.</p> <p>At representation state the number in the field Number of persons at representation.</p> <p>For reimbursement for international expenses provide Exchange code and Exchange rate. The current exchange rate can be found at: www.oanda.com/convert/classic</p>
Car reimbursement	<p>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.</p> <p>Click on square special car agreement if you have received this.</p>
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.