USER MANUAL TRAVELS AND EXPENSES

WEB REPORT

For travelers
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Logging in and logging out

Logging in
The Web Report address is http://hr.liu.se.
To log in, use the same username (LiU-ID) and password as when you log on to your computer. If it does not work to log on to the Web Report, contact the helpdesk, LiU-IT, 013-28 28 28.

Logging out
To log out, click the "Log Out" at the top right side. Note that logout then only have occurred from the Web Report, not from LiU’s other systems.

Language
To change language, click on either the Swedish or the English flag for preferred language. They could be found on the left side of the screen below the menus.

The flow of travel orders (only used by certain institutions)
The flow goes from the employee to the certifier. When the certifier approves, an email is send to the employee. This creates a draft of a travel bill.

The flow of Travel & Expense
The flow goes from the employee, through the reviewer to the certifier.
**Travel, expenses and travel order**
Click on the tab “My page”, then click on the heading **Travel/expenses**.

**Select form**
Travel/expenses consist of five forms. Select the form for the kind of travel/expenses you’ve made/had. Or if you’re going to do a travel order.

1. When you have no reports lying, start by selecting the appropriate form in the scroll bar.

**Travel order**
Travel order is only used by some institutions. Once you have created a travel order and got it approved, it becomes a draft to your travel bill.

1. Enter **account-code**. Click 🔄, and ✗
2. "Saving account code" can you use if you want to save your account code and use it again.
3. If the account coding is placed in the line further down and is wrong, click the lower 🗑.
4. If the account coding is split and only one row is to be removed, click **Edit** and then the upper 🗑.
5. Click on 🗑.
1. Enter **Account-code**
2. Select the **Purpose** in the scroll bar
3. Choose a **Destination**
4. **Specify the purpose** of the trip
5. Enter **Start date** and **End date**
6. Enter the estimated cost. Select a new row for a new cost, e.g. a hotel is a new row, traveling is a new row, and so on.
7. Enter the name and the institution for the one you received OK from, if there is someone other than the decision maker.
8. Click **Submit**

*You do not need to print the travel order.*
Travel bill

Fill out the form. Help texts are available if you click the question mark.

1. If you have ongoing expenses or travel bills, they will appear instantly. The number of active cases can you see in the parenthesis.
2. To go to the next case click , or choose from the drop down menu.
3. To create a new case, click on , and choose a form.

Account-code

1. Enter account-code. Click , and 
2. "Saving account code" can you use if you want to save your account code and use it again.
3. If the account coding is placed in the line further down and is wrong, click the lower 
4. If the account coding is split and only one row is to be removed, click Edit and then the upper 
5. Click on }
1. At **Date from** and **Date until** – fill date and time when you have left and arrived to your home/workplace.

2. At **Departure** – fill in the date and time when you left Sweden; when the plane departures or when the train has left the border. At **Arrival**- fill in the date and time when the plane landed or the train crossed the border.

At **Return dep**- fill in the date and time when you left the country you visited. Always enter local time.

3. N.B. You also need to fill out when you have arrived in Sweden again.
   a. If you have vacation in connection with the business trip fill in the date and time when the business trip begins and/or ends. According to the Tax rules no allowance is paid for travel days when you’re on vacation right next to the business trip.

4. **Private accommodation** - listed only if you have arranged private accommodation and not received payment for hotel. Fill in number of nights. Private accommodation generates night allowance.

5. If you have an interruption in your trip of a journey, click on **Interruption in travel** and fill in the form.

6. If the interruption lasted whole days, fill in time as follows: Date from, time 0600, Date to, time 2359.
Meals

1. If you have been offered food, click on **Meals**. This displays your journey day by day.

**Diet Allowance**

Tick all the meals that you have been offered, in addition to the exceptions below.

**No Diet Allowance.**

Is breakfast included in the rate? Or you’ve got a meal in conjunction with internal/external representation? Then, select "No Diet Allowance".

**Meal included on a train or plane etc.**

Is the meal included on the train or the flight etc? Then you should not report the meals at all.

2. Mark **All meals are paid for by the traveler** if you have paid all the meals yourself.

3. After you click on **Calculate** at the end of the travel expense, the amounts are shown under each heading.
Expense

Click on Expense

1. Select Refer and state the amount
2. Register VAT. VAT shall be registered only if the expenses is done in Sweden (Swedish VAT) and must be included on the receipt.
3. Choose the currency and fill in the exchange rate. Write 1 in the exchange rate if the expense is done in Swedish crowns.
4. Divergent acc. – needs to be completed only if it different from your main account code.
5. If you do not have the exchange rate, you can use the link to the currency converter Oanda - it goes to Oandas website.
6. If you have several expenses click on New line.
Click on official entertainment

1. In Description, enter the reason you have represented.
2. Select Refer and state the amount
3. Enter total number of participants. Click on Name/Company and tick the box
   Attachment enclosed. Fill in the representation form according to the routine, see
   page 6 here;
   http://www.liu.se/insidan/ekonomi/redovisning/representation/1.652276/Riktlinjerfrr
   epresentationgvorsamtfrmnsbeskattning2016.pdf
   Scan the representation form and attach it, see the routine below.
4. If you have several official entertainment click on New line.
1. Select Car allowance in the drop down menu
   a. **Normal car allowance**: Select "Car allowance tax-free" in the drop-down list and keep the cross in the checkbox "Include taxable compensation".
   b. **Increased car compensation**: Select "Increased car compensation tax-free" in the drop-down menu and keep the cross in the checkbox "Include taxable compensation". Also indicate cause for increased compensation in the field below.
   c. **Low car allowance**: Select "Car allowance tax-free" in the drop-down list and check out the checkbox "Include taxable compensation"
   d. **Motorcycle/moped**: Select "Motorcycle/moped tax-free" in the drop-down menu and check out the checkbox "Include taxable compensation"
2. If you register more car allowance, click on "New line".
1. When you are done with the travel expense, click **Calculate**. The amount that will be paid is shown under the heading "Prel payment". If the payment is made in other than regular salary payment the system will draw 50% in taxes on the amount that is taxable. The tax is then adjusted in the regular salary (for “arvodister” the tax is 30%).

2. If you click on the blue text "Account" the account appears above the box. You can see the extent, account, cost center and projects.

   *N.B. No changes can be made here. To change the account code you must click the account button above.*

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**Scan and attach any documentation**

All documentation such as receipts, bank statements, representation form, program/invitation, tickets and documents to confirm travel times, e.g. itinerary should be scanned and attached.

You do this by clicking on the Note/Att and on the Choose File or Browse. After you select the file you want to attach, click Add.

If you have multiple files to be attached, click on choose file again and Add.

Note! Representation form and receipts must also, in most cases, be submitted in original, see below.
Print the form and send the travel claim
When you are done with the travel claim/expense and you have calculated it, it is time to print out a form.

1. Print the form by clicking on “Preview/Print”.
2. Add your original receipts and representation form to the print out form.
   Note! If it is an EU project, the original receipts remain on the institution, write a note in this case that there is an EU project. In this cases just add a scanned receipt.
3. Send the forms to the Payroll unit. Mark the envelope "Lön, Terra”.
4. Click on Submit

Status
1. Status of the case can be found under the ”My cases”.

If you want to change in a matter that you sent, but who are not certified, please contact your payroll unit support on lon@liu.se or 013-28 69 00. They will send the matter back to you. Then you will find the matter under My Page, Travel/Expenses and you can change it. Do not forget to click Submit when you are finished with the change.