



UPPSALA
UNIVERSITET

Institutionen för medicinsk
biokemi och mikrobiologi

REPORT on business travel
Book your travel by Lingmerths Resebyrå AB

Date

Name	Personal identity number
Address	Postal code, location
Mobile phone number	E-mail
Name on contact person/relative	Mobile nr to contact person/relative
Other contact info	

Assignment location			
Purpose of travel			
Travel starts	Travel ends	Estimated total cost	The cost of the travel encumbers the following allowances
<input type="checkbox"/> Full allowance is paid	<input type="checkbox"/> Allowance is not paid	<input type="checkbox"/> Part of allowance is paid by SEK	per day

Other information

- **When applicable, the traveller is liable to find out about the safety situation at the assignment location (for example, through the website of the Ministry for Foreign Affairs)**
- The form should be filled in for assignments which take place more than 50 km from the regular place of employment and which last for more than 5 hours.
- Business travel should always be instructed by your closest project leader.
- For business travel **outside** the EU, travellers should carry an insurance certificate issued by Kammarkollegiet. Contact Rehné Åkerblom for the insurance card.
- For business travel **within** the EU, travellers should also carry the European Health Insurance Card which provides entitlement to the country's medical benefits. Travellers should order the card themselves from the Swedish Social Insurance Agency.
- Save all original receipts, boardingcard, travel plan/ticket and, if appropriate, a program (ex. from a Conference). These documents must be attached to your travel claim.

Traveller

Project leader

Date, Location	Date, Location
Signature	Signature
Name in block letters	Name in block letters

Hand in the form to Rehné Åkerblom before the start of your travel

Travel plan

Contact information during the travel

Hand in the form to Rehné Åkerblom before the start of your travel