|  |  |  |  |
| --- | --- | --- | --- |
|  | | **TRAVEL CLAIM**  Non-employee  **08.05.2017**  Date |  |
|  |  |  |  |
|  | Name  **Maximilian Stiefel** | Personal identity number  **19940405-4513** | |
|  | Address  **Rälsvägen 45** | Postal code, location  **75653** Uppsala | |
|  | Telephone number  **+46 70 820 0692** | E-mail  stiefel.maximilian@online.de | |
|  | Department/equivalent  **Embedded Systems Master** | Paid travel advance due SEK  838.73 SEK (12.14 EUR + 81.89 USD) | |

|  |  |
| --- | --- |
| Purpose of assignment and assignment locationLab equipement, which is need by the UppSense (SenseUs) project. | |
| EU project  Non-EU project | |
| Travel started (date and time – residence/workplace)  **-** | Travel ended (date and time – residence/workplace)  **-** |
| Full allowance is paid  Allowance is not paid  Part of allowance is paid by SEK  per day  Salary increment is paid  Salary increment is not paid | |

**Meals**

|  |  |  |  |
| --- | --- | --- | --- |
| Total number of free meals received during the travel | Breakfast | Lunch | Dinner |
| - included in accommodation cost |  |  |  |
| -employer has paid |  |  |  |
| -someone else has paid |  |  |  |

International travel (local time at departure and arrival)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of travel** | **Departure date** | **Time** | **Arrival date** | **Time** | **Destination** |
| Outward journey |  |  |  |  |  |
| Return journey |  |  |  |  |  |

|  |  |
| --- | --- |
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|  |  |
|  |  |

**Transport expence** (for example, flight, boat, bus, etc.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Ticket paid by the agency yes no | | | | Appendix | Excl. VAT SEK payroll item **4002** | VAT SEK payroll item **4022** |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | **Total SEK** | | |  |  |
| **Accomodation expense** | |  | | | |  |  |
| Date | **Accommodation cost** | | | | Appendix | Excl. VAT SEK payroll item **4111** | VAT SEK payroll item **4022** |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | **Total SEK** | |  |  |

**Allowance, private car**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | **With own car** (can specify on appendix) | | Km | Tax-free share SEK  payroll item **4043** | | Taxed share SEK  payroll item **4040** | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  | | **Total SEK** | | |  | |  |

**Traveller´s signature**

|  |  |
| --- | --- |
| Signature | Date, location |

**Send this form together with eventual receipts in original and supplements to;**

**Uppsala universitet  
Personalavdelningen, gemensam lön  
Sturegatan 4**

**751 05 Uppsala**