

Expense Approval process (for Swin AB):

General information on expenses

All spend must be approved beforehand by respective line manager who has the budget for the team.

All travel must be approved beforehand by Hrishi, please fill in the travel template:

[Travel Template Trustrace Sweden.xlsx](#)

Instructions on expense reporting in pe accounting

General instruction on payroll and expense reporting in pe accounting (in Swedish)

https://pe.infocaption.com/_d87f7339af406d56.guide?pageNumber=2

Eurocard user instruction Swedish https://pe.infocaption.com/_2b3c7fd5a6fb6d26.guide

Eurocard user instruction English https://pe.infocaption.com/_0a2c8ea053cc709b.guide

Timeline for reporting

Your expenses should be reported in pe accounting tool at the latest on the **3rd working day** of a new month to be correctly recorded in the books.

Company credit card expense

You are personally liable for the Eurocard platinum card and the expenses made on it. The credit card invoice to Eurocard is paid by the company at due date, however it's important that you handle your expense reporting on time, at the latest on the 3rd working day of a new month in pe accounting tool as you will otherwise get a salary deduction of the amount spent on your credit card. Please ensure that you register it correctly as a "company card expense" in the drop down list in pe.

The first time you use the card you will see a note as below

Du har 2 kortköp som utförts med ett kort som ännu inte har bekräftats. Klicka här för att komma vidare.

Click on the text and add your last four digits on your card. When that is done your transactions will appear automatically. To report a receipt on a specific purchase you click on the transaction and connect the matching receipt to that transaction.

For those who have a company credit card only the credit card should be used for expenses. Please note that you are not allowed to use the company card for any private expenses, it can only be used for expenses related to your work at TrusTrace. You must also bring the paper receipt for audit trail (and we need to keep it for 7 years, Pia has prepared a folder to put all receipts in).

All who have received a company credit card have been charged with an annual fee of 1500 SEK on the card, it's important that you register that expense in pe accounting since it will

otherwise be deducted from your salary. **Please ensure you have not registered it as a private expense.**

Private expenses – for those who don't have company credit card

If you have a private expense claim you need to enter the claim into p:e accounting tool, following the instruction above, taking care to choose "Private" in the drop down list.

You must also bring the paper receipt for audit trail (and we need to keep it for 7 years, Pia has prepared a folder to put all receipts in).