

Reimbursement of travel expenses

The General Secretariat pays travelling expenses in connection with NJF activities. For reimbursement the NJF travelling reimbursement form must be used. This is available on the home-page or can be obtained from the General Secretariat.

The travel reimbursement form must contain a brief message about which NJF activity that the journey is related to, for instance section board meeting, seminar no etc. Travels must be planned so that the expenses are kept as low as possible. Reimbursement requests for travel expenses submitted later than two months after the travel will not be reimbursed.

Original receipts for tickets must be attached to the travel reimbursement form. For use of own car the cost reimbursed will be the one stated by the Swedish Skatteverket which currently is 1,85 SEK per km (January 2016).

The expenses must be listed in the currency in which they have been paid. Possible exchange rates receipts must be enclosed, if not, the official custom rates from the Swedish Riksbanken will be used for the month when the travelling was conducted.

The reimbursement form must be signed by the person responsible for the NJF activity, the chairperson or likewise, before submission to the General Secretariat.

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