

Expense & Per Diem Claims

In Maconomy you can claim reimbursement for all kinds of expenses (e.g. fika, breakfast, medicine as well as project related expenses).

The Expenses and Per Diems need to be submitted **latest of the last day of the month** in order to be processed in the next salary payment. The Expenses & Per Diems must have all relevant receipts, boarding passes, list of attendants, copy of conference programmes etc. attached.

NB! Claims relating to a previous year must be submitted for reimbursement on the January salary the following year in order to be reimbursed.

Please check the manual or tutorial film-clip: 'Register Expenses & Per Diem" on the intranet (Admin/Maconomy) if you need help with making your claim.

If you have questions regarding what task to use, please contact the Project Controller.

A few pointers regarding claiming Expenses & Per Diems:

- Make sure you choose the correct project number. If the costs are to be divided between several projects, you need to create separate expense and Per Diem sheets for each project-cost.
- If you claim Per diem – always remember to deduct meals that have been provided for you (e.g. hotel breakfast, conference lunch).
- If you claim Per diem you will not be reimbursed for meals as well, and vice versa.
- Per diem reimbursement is meant to cover additional expenses had due to business travel (e.g. meals, laundry etc). It does not, however, cover costs for transportation so you should always claim costs for transfer and local transport.
- If you claim Travel costs – always give the reason for travel.
- If you claim Hotel costs – always deduct any own expenses (such as the mini-bar, laundry etc.) from the hotel bill. Please note that if your hotel bill includes costs for transportation, that cost should be reported separately.
- If you claim costs for another person (incl. representation) – always give that person's name and the company/institute name.
- You will not be reimbursed for ATM charges – the Per Diem is meant to cover these costs.
- Always number the receipts.
- Always give the exchange rate if a currency is not available in Maconomy and always state where you found the exchange rate.

- If you use an exchange rate of a currency to report in SEK (i.e. if your bank has charged a different exchange rate), always include proof of the exchange rate used (e.g. a print out from your bank).
- Staple (or use adhesive tape) receipts onto a sheet of paper, making sure that all receipts are copy-able (i.e. that no receipt covers another) since many Donors require copies of all expenses.
- Upload all receipts as attachment to the claim and handover the original receipts together with a printed copy of the claim to the Project Controller (the printed copy do not need to be signed by your line manager).
- If you are claiming costs relating to a conference/meeting you have held, always include the list of attendance.
- Include boarding passes.
- Include the event programme if you have travelled for a conference/seminar/training course.

Approval of Expenses & Per Diems

- The staff member must submit the expense sheet (with attached documents, receipts etc.) in Maconomy and also hand over a printed copy with the original receipts to the Project Controller.
- The Project Managers are responsible for approving the Expenses related to their project.
- The Deputy Director is responsible for approving the Expenses of the Core costs.
- The Director approves the Expenses of the Deputy Director.
- The Chairperson of the Board is responsible for approving the Expenses of the Director.
- The Deputy Director is responsible for approving the Expenses of the Chairperson of the Board.