

**STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE**

CREDIT CARD

All SIPRI Employees are entitled to apply for a SIPRI credit card, an AirPlus Corporate Gold (former Eurocard Corporate Gold) to use for costs directly related to your employment at SIPRI.

(AirPlus is issued and administrated by SEB Kort Bank AB, certified according to ISO27001. SEB Kort Bank AB a part of SEB AB.)

In order to obtain a card, you need a Swedish personal number.

- The card will be in your name
- The invoices go to your home
- You are responsible for paying the invoices on time
- You are responsible for claiming reimbursement via the function Expense Sheet in Maconomy
- The reimbursement will be registered to the salary the month after the expense is registered and approved.
- You can claim reimbursement for the annual fee for the card
- When/if your employment at SIPRI terminates, so does your AirPlus credit card

If you would like to have an AirPlus credit card, please get in touch with the Finance department, by sending an e-mail to finance@sipri.org

An application will then be filled out for you and sent to AirPlus.

It takes approximately one week for the application to be processed.

The card is then delivered to the SIPRI office, for you to pick up there and sign a receipt of the card.

If you want to see the card transactions online you can log in with your bank-id at

<https://airplus.com/en-se/login/>

Solna, 2025-10-29
Finance Department