



**KTH Industriell teknik  
och management**

## Reimbursement of expenses

Reimbursement of expenses		Date:
Name:	Social security number:	
Department:	Telephone number:	

Receipt:	Account:	Amount excl. VAT:	VAT:	Amount incl. VAT:	Date:	Org. Unit:	Project:	Purpose:
<b>Total:</b>								

### Regarding reimbursement:

- First and foremost – use invoice when you make a purchase.
- Receipts from doctor's visits and medication receipts are to be sent directly to the Salary Administration Office.
- All the receipts have to be original and no more than a year old.
- No private purchases are to be found on the receipts for your outlay.
- VAT has to be presented.
- Only local travels (travel within a maximum of 50 km from the employee's home or workplace).
- Some expenses can mean tax benefits. For example, a taxi ride home from KTH and any visa fee which is not a designed mission.
- When using internet payment, attach bank statements.
- Payment is made twice a month, around the 11th and the 25th.
- The process time for this is at minimum 14 days.

### Authorization – completed by department

Signature:  ----- Clarification of signature	Authorized:  ----- Clarification of signature	Sign AVA
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Endast följande konton får användas: **1542** (moms), **1572** (övr förskott), **4941** (Rekreation o motion), **4961** (Personalrepr), **4971** (Personavårdande kostnader), **4972** (Uppvakning o gåvor), **5412** (Kontroll och provn avg.), **5513** (Lokala resor), **5521** (Representation), **5523** (Repr gåvor), **5532** (PR), **5561** (Medlemsavg), **5624** (Böcker), **5625** (Tidningar), **5627** (Kontorsmaterial), **56271** (Förbr matr data), **5635** (Förbr varor), **5646** (Övr verks material), **5741** (Kurs o konf avg) **5751**, (Post), **5762** (Mobiltelefon), **5721** (Telekostn och datakom), **5913** (Övr kostn bilar)