

General instructions for organizing your travel to Lund

When you and the local scientist in charge in Lund have decided the period of your visit, please do the following:

- Book and buy your ticket (please try to get a reasonable price, e.g. by buying it well in advance).
- Inform Camilla Nilsson about the times of your arrival and departure so she can arrange accommodation for you.
E-mail: Camilla.Nilsson@fysik.lth.se

Reimbursement information

- Keep all tickets and receipts for your travel to Lund.
- You will receive 300 SEK as daily allowance. This is independent of your actual expenses. LLC does not require that you keep receipts for food or meals during your travel or during your visit in Lund.
- The invoice from the hotel will be sent directly to us.
- After you return back home, fill in the travel expense and banking information forms you have received in Lund, (can also be found on the LLC homepage) and send these to Camilla Nilsson. Note, that the daily allowance will always be sent to your private account.

There are two ways to get reimbursement for the travel costs:

1. Send your tickets and receipts together with the above forms to Camilla Nilsson. The reimbursement for your travel costs will then be sent to your private account together with the daily allowance.
2. Let your institution send us a separate invoice for your **travel costs** together with copies of tickets and travel receipts. The reimbursement for your travel will then be sent to the institution while the daily allowance is sent to your private account.

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