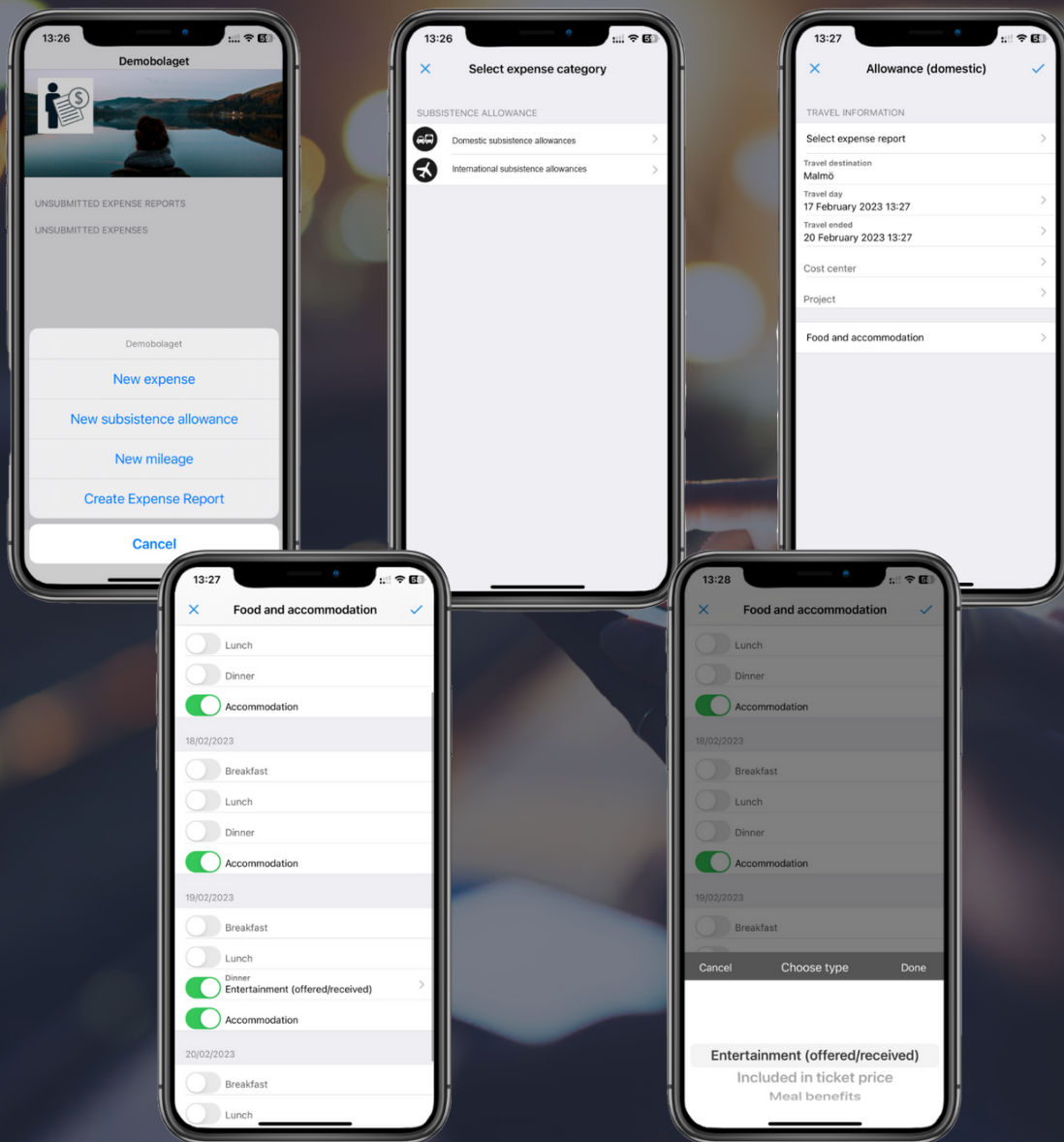




Subsistence allowances

ECITexpense

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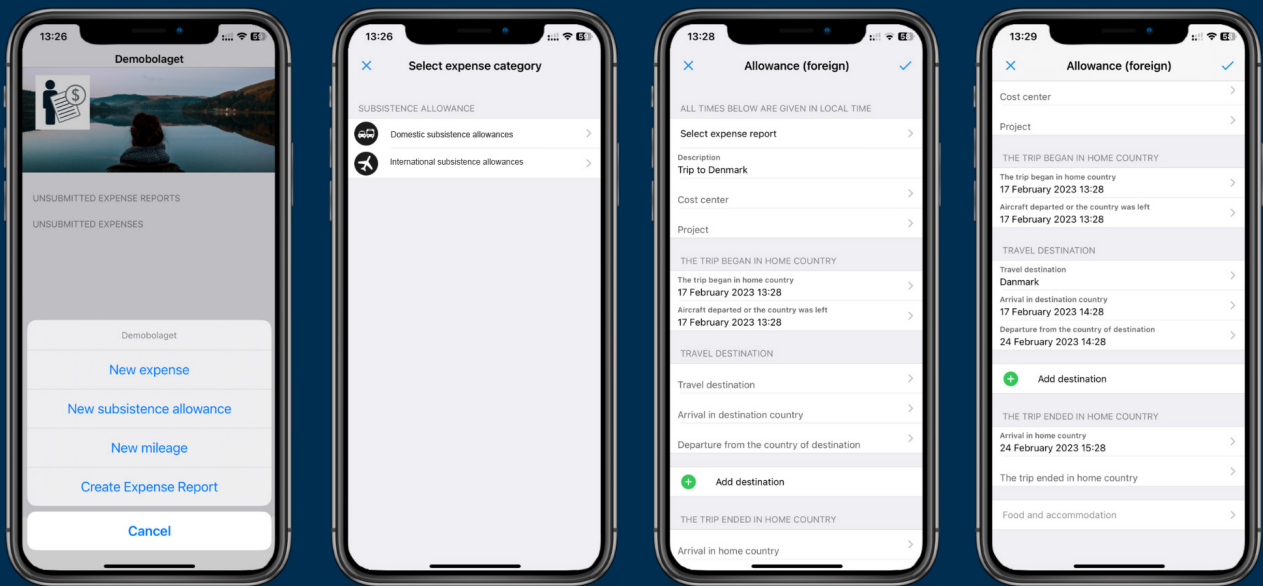
Reporting domestic per diem/subsistence allowances

1. Tap Plus and select New subsistence allowance.
2. Select Domestic.
3. Enter your trip's details. For domestic allowances, you need to specify your destination as well as when your trip started and ended.

You can also add any specific cost centers or projects this adheres to.

Under "Food and accommodation", check that any food included is added and specified in what way so that your allowance can be calculated correctly for tax.

Companies often pay for accommodation which is already selected.



Reporting international per diem/ subsistence allowances

1. Tap Plus and select “New subsistence allowance”.

2. Select “International”.

3. Enter your trip’s details as listed in the app. You can also add a description in order to make it easier for your manager to approve your expense.

4. When traveling abroad, you need to specify when your trip started in your home country, where you traveled to and at what time you arrived at your destination.

5. Finally, enter at what time you left the country you visited and when your trip ended in your home country. You can add multiple destinations if you have visited more than one country.

Under “Food and accommodation”, check that any food included is added and specified in what way so that your allowance can be calculated correctly for tax

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