

GUIDELINES for SciLifeLab The Svedberg seminar series

Advertisement

The SciLifeLab The Svedberg seminar is announced (1) in the SciLifeLab newsletter, (2) via a seminar flyer that is spread to BMC, Rudbeck laboratory, EBC, Ångström laboratory and Uppsala University Hospital for distribution to the scientific community and (3) via a seminar flyer that is sent to the host for distribution to his or her own network.

Travel arrangements

You are responsible for making the travel arrangements for your guest according to Uppsala University guidelines. SciLifeLab covers travel expenses in economy class. The right to receive reimbursement for travel expenses ends, if a travel expense report is not filed **within one year after the seminar** has been held. Together with your guest choose one of the following three alternatives. The fastest and most convenient way to get reimbursed is by choosing alternative 1 or 2:

1. Book the trip using the Uppsala University travel agency Lingmerths Resebyrå AB. Information about how to proceed is found on Medarbetarportalen/Service and support/travel and business travel
To get reimbursed circulate the invoice to Anna Lidin ref 425 using “Fakturaportalen Raindance”.
2. The invited guest’s University/organization books and pays for the trip.
To get reimbursed the guest’s University/organization may send an invoice including all tickets and receipts in original to the following address:

Office for SciLifeLab in Uppsala,
Uppsala University
Ref 425, Anna Lidin
Box 3037
SE-750 03 Uppsala
SWEDEN

3. The invited guest books and pays for the trip him/herself. (a bit complicated)

Step 1: Nordea, payment of salary/pension outside of Sweden via Nordea’s personal account system

- 1.1. Click on the following link or copy the address to your browser
https://mp.uu.se/documents/432512/54197968/Bankuppgifter+utl%C3%A4ndsk+bank%2C+Nordeas+blankett_160920.pdf/9b952c5f-c023-4e94-a56a-7940a3fe9727
- 1.2. Fill in the form and print it out (note: state the *home address*)
- 1.3. Sign the form
- 1.4. Scan the completed form and save the file on your computer
- 1.5. Email the Nordea form to Anna Lidin at anna.lidin@scilifelab.uu.se

Step 2: Scan and post the receipts and tickets

2.1 Scan the receipts and tickets for the expenses

2.2 Email scanned receipts to Anna Lidin at anna.lidin@scilifelab.uu.se (attached to the same e-mail as the Nordea form)

2.3 Send original receipts to Anna Lidin at:

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An email with two correctly completed attachments will ensure an efficient processing of the refund.

Hotel

Book the hotel for the invited guest. We recommend Park Inn by Radisson, CityStay Hotell or Hotel Stella Uppsala, according to the Government Framework Agreement (www.avropa.se). SciLifeLab covers costs of up to **2 hotel nights**. State your university affiliation to get the best rate. Make sure that the hotel sends the invoice to Uppsala University, ref 425, PG1254, 737 84 Fagersta. Do not pay with your credit card!

Social activities

The host is fully responsible for the guest. SciLifeLab will cover costs for a dinner or lunch with the visiting guest, the host and no more than **two** additional guests. According to the general guidelines for Uppsala University, the maximum cost for food and beverages per person is 700 SEK including VAT. Make sure that the restaurant sends the invoice to Uppsala University with **your reference number**, PG1254, 737 84 Fagersta. Uppsala University does not allow “tips” on dinners. Do not pay with your credit card!

To get reimbursed please state the **names** of all guests, using “Meddelande funktionen” in “Fakturaportalen Raindance” and circulate the invoice to Anna Lidin ref 425 for payment.

Attendance list

Since the seminar series also is a PhD course it is important that the attendance list is passed around during the seminar. The SciLifeLab representative (not the host) is responsible for bringing the attendance list to the seminar.

Seminar coffee

The SciLifeLab representative is responsible for ordering coffee to the seminar room.

For questions, contact thesvedberg@scilifelab.uu.se