

# Payment instructions for the UH Funds travel support 2024

## General information

Read the [university's travel guidelines](#) in good time before you depart on a work-related trip. The travel support can be paid either as a conventional allowance for travel expenses for work-related travel or as a grant, depending on the status of the travel support recipient during the trip. A recipient can be an employee of the University of Helsinki or working outside an employment relationship, as for example personal grant recipients.

## Prepaid payments (conference fees)

- **If you are an employee of the University Helsinki**, you can ask the event organizer invoice the University of Helsinki, see [invoicing instructions in Flamma](#). Always remember to inform the event organizer of the reference that must be added to the invoice. The reference should be given as **H924/ WBS 4706842/YOUR NAME**. If invoicing is not possible, contact the doctoral school [uhds-office@helsinki.fi](mailto:uhds-office@helsinki.fi).
- **If you are not an employee of the University Helsinki, you will pay all expenses from your travel grant.**

## Before the trip

### A. If you are an employee of the University of Helsinki during your trip

- 1) Draft a travel request in the SAP travel management system before the beginning of your trip: [www.helsinki.fi/sap](http://www.helsinki.fi/sap) . **Travel insurance is valid only if the traveler has submitted a travel request.**
- 2) Indicate information on the travel support in the Comments field. Complete the field as follows: "UH Funds travel support EUR XX (date of issuance)".
- 3) Assign your travel request to the doctoral school for approval in SAP travel by using the WBS 4706842 under the Cost assignment tab.
- 4) You may book flights and hotels by contacting the University's travel agency partner CWT, see [contact info in Flamma](#). When making the reservation, mention H924 and WBS of the UH Funds 4706842. CWT will send an invoice for the order to the university.
- 6) The rest of the travel support will be paid to you after the trip based on travel expense report.

### B. If you are not an employee of the University of Helsinki during your trip

- 1) The travel support will be paid to you as a **grant**. Fill out the [e-form](#) to receive the grant payment. The grant is paid at the end of the following month.
- 2) You can make your travel arrangements and book flights and hotels yourself, and pay invoices by the travel grant paid to you. Remember to hold on to all the receipts related to expenses. Please note that you need to take care of the accident and travel insurance yourself.

## After the trip

### A. If you are an employee of the University of Helsinki

- 1) Draft a travel expense report in the SAP travel management system after your trip at <http://www.helsinki.fi/sap>. **Complete the travel expense report within two months of completing the trip.**
- 2) Assign the travel costs equal to the awarded travel support to the doctoral school under the Cost assignment tab. Indicate on the tab the travel support WBS code of the doctoral school 4706842.
- 3) Indicate in the *Comments field* if CWT has sent an invoice for your travel expenses directly to the university (for example "Confirmation of order by CWT, flights and hotels EUR XX").
- 4) Do **NOT** include in the travel expense invoice those bookings or reservations that have been made through CWT and which the university has already paid for.
- 5) Attach all receipts related to the travel expenses in the SAP travel expense invoice. Remember to hold on to all original receipts, ticket stubs, etc.

## **B. If you are not an employee of the University of Helsinki**

- 1) If the travel support has been paid to you as a **grant**, there is no need to do an invoice in the SAP travel system and no travel report is required by doctoral school.
- 2) If the travel grant already paid to you remains entirely unused, please contact the coordinator of the doctoral school in order to refund the unused grant.

### **Expenses covered by the support**

Travel support is intended to cover the expenses of academic travels abroad. The travel support may cover travel costs and accommodation expenses as well as other costs (participation fee, visa, poster printing). According to the university's travel guidelines, the per diem for a trip abroad is paid and it is determined based on the destination country and the duration of the trip. Further information about per diem allowances can be found in the [university instructions for travel](#). Meals or food purchases will not be separately reimbursed, as reasonable living expenses incurred during the trip will be reimbursed through the per diem allowance.

### **Cancellation of the trip**

Travel support is awarded upon application for a specific trip and must therefore be used for this purpose, unless special grounds dictate otherwise. If your original trip is cancelled, report this immediately to the doctoral school by email [uhds-office@helsinki.fi](mailto:uhds-office@helsinki.fi) . The doctoral school decides whether you will be allowed to use the travel support for other academic travel abroad or have to refund the support.