



CHECKLIST FOR TEACHERS WHO ARRANGE A STUDY TRIP

For more detailed information, read the Routines for study trips that you find under the heading Dokumentarkiv – Resor on the intranet. Travels are booked via our travel agency FCM Travel Solutions.

- Fill out a travel order in Primula at least a month before the study trip. A digital travel order is available in Primula under My page – Travel/expenses. Head of department approves it in the system.
- Make sure participating students fill out the form Studiereseanmälningsblankett (Registration for study trip) which is available on the intranet under the heading Dokumentarkiv – Resor
- If the travel destination is situated outside of EU contact the person responsible for the group travel at the administration to arrange with an insurance for the students.
- Check that you as a teacher has a valid insurance card from Kammarkollegiet – HR issues the cards
- Give a participation list + contact list for next of kin and programme with itinerary and accommodations to the person responsible for the group travel at the administration
- Make sure it is clear what are compulsory parts of the programme
- During the study trip – bring the contact list with next of kin
- After the study trip – the travel expenses (reseräkning) is reported in Primula under the heading My page – Travel/expenses – Domestic travel/Travel abroad. Receipts are reported in Agresso.