


## 1. Log in to PA-web/My page. Choose Travel/Expenses.

The screenshot shows the 'My page' menu on the left with 'Travel/expenses' circled in pink. The main content area displays a 'Welcome to the PA-web' message with the Karolinska Institutet logo and a note about the salary schedule.

Page updated 170904

### Welcome to the PA-web




**Karolinska  
Institutet**

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**Date of the salary runs can be found to the right in the document  
Primula 2017 schedule.**

## 2. Select form: Expenses and car allowance.

The screenshot shows the 'Select form' dropdown menu with '5. Expenses and car allowance' circled in pink. The Karolinska Institutet logo and the PRIMULA logo are also visible.




**Karolinska  
Institutet**


My page

Select form

- 1. Travel order domestic
- 2. Travel order international
- 3. Travel domestic
- 4. Travel international
- 5. Expenses and car allowance

Services



 PRIMULA

### 3. Choose "Expenses".

[a/c coding](#) ?

Expenses	+
Representation	+
Car allowance	+

PAYMENT. Click on Calculate to see the preliminary sum.

[Calculate](#)  Provisional payment  Payment around the 10th is preferable ?

**REMEMBER TO PRINT OUT A FORM AND CLICK SUBMIT**

[Preview](#)

	Note/Att
	Remove
	Reset
	Save
	<a href="#">Submit</a>

### 4. Choose a/c coding.

[a/c coding](#) ?

Expenses				-
Date from	Date to			
<input type="text"/>	<input type="text"/>			
Expenses		Sum		
<input type="text"/>		<input type="text"/>		
Currency	Exchange rate	Sum of expenses	<a href="#">Link</a>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<a href="#">a/c coding</a>	<a href="#">Purpose</a>	<input type="text"/> N X	?	
Representation				+
Car allowance				+

PAYMENT. Click on Calculate to see the preliminary sum.

[Calculate](#)  Provisional payment  Payment around the 10th is preferable ?

5. Select project and payroll group in the drop-down menu.

Period (accounts) +

Extent(%)

a/c

coding

Do not use

Project

Payroll gr

+ Add  
- Delete  
  
X Close  
- Delete

6. Close the menu.

Period (accounts) -

P	From	Until	Extent(%)	a/c coding	Do not use	Project	Payroll gr	
1	160501		100.00			UF24080008	UF	<a href="#">Copy</a>

Extent(%)

a/c

coding

Do not use

Project

Payroll gr

+ Add  
- Delete  
  
X Close  
- Delete

a/c coding ?

Expenses +

Representation +

Car allowance +

## 7. Choose "Expenses".

- Enter the date of the expense
- Choose "Preventive healthcare" in the drop-down menu
- Enter the sum (1500)
- Click on "Purpose"

a/c coding ?

Expenses

Date from 170928 Date to 170928

Expenses Preventive health care Sum 1500

Currency Exchange rate Sum of expenses [Link](#)

a/c coding Purpose N X ?

Representation +

Car allowance +

PAYMENT. Click on Calculate to see the preliminary sum.

Calculate Provisional payment  Payment around the 10th is preferable ?

## 8. Enter type of card, training facility and period. Close the menu.

Expenses

Date from 170928 Date to 170928

Expenses Preventive health care Sum 1500

Currency Exchange rate Sum of expenses [Link](#)

Purpose  
Gym card F&S, period: 170928-171231

a/c coding Purpose N X ?

## 9. Choose "Calculate" and then "Create".

Expenses -

Date from  Date to

Expenses  Sum

Currency  Exchange rate  Sum of expenses  [Link](#)

?

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Representation +

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Car allowance +

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PAYMENT. Click on Calculate to see the preliminary sum.

Wage code	From	Until	Quantity	Amount	
4330 Healthcare grant	17-09-28	17-09-28	1.00	1,500.00	<a href="#">Account</a>

Provisional payment   Payment around the 10th is preferable ?

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**REMEMBER TO PRINT OUT A FORM AND CLICK SUBMIT**

[Preview](#)

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Forms

10. Go to "Lists created in session". Open the document.

Expenses -

Date from  Date to

Expenses  Sum

Currency  Exchange rate  Sum of expenses  [Link](#)

?

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Representation +

---

Car allowance +

---

PAYMENT. Click on Calculate to see the preliminary sum.

Wage code	From	Until	Quantity	Amount	
4330 Healthcare grant	17-09-28	17-09-28	1.00	1,500.00	<a href="#">Account</a>

Provisional payment   Payment around the 10th is preferable ?

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**REMEMBER TO PRINT OUT A FORM AND CLICK SUBMIT**

[Preview](#)

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Forms

Lists created in session	Created	Size (in bytes)
<a href="#">utlagg_och_bilersattning (doc)</a>	2017-09-28 12:54:14	549789

11. Print the document.

12. Choose "Submit".