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

2. Select form: Expenses and car allowance.
3. Choose “Expenses”.

4. Choose a/c coding.
5. Select project and payroll group in the drop-down menu.

6. Close the menu.
7. Choose “Expenses”.
   - Enter the date of the expense
   - Choose “Preventive healthcare” in the drop-down menu
   - Enter the sum (1500)
   - Click on “Purpose”

8. Enter type of card, training facility and period. Close the menu.
9. Choose “Calculate” and then “Create”.

PAYMENT: Click on Calculate to see the preliminary sum.

Remember to print out a form and click submit.

Forms 1. Utlägg och bilersättnin
10. Go to “Lists created in session”. Open the document.

11. Print the document.

12. Choose “Submit”.