

How to – register per diem

Instructions for registering per diem. **Per diem must be reported no later than the first of the consecutive month.**

Unfortunately, only parts of the Fortnox app is available in English. This module is exclusively in Swedish. If you have followed this manual and still have problems registering an expense, please contact your Sebratec manager.

Register per diem in the Fortnox App

1. Download the Fortnox App (The Fortnox App is available in both App Store and Google Play).
2. Log in using your BankID or email and password.
3. After logging in, press on the green icon with a “+”.
4. Select “Resa”.
5. To calculate your compensation, we need information about the business trip.
 - a. *Hur reste du / How did you travel:* **inrikes** (domestically) or **utrikes** (internationally).

Hur reste du?



Inrikes Utrikes

- b. *Departure date:* select the right date.
 - i. Select: **Före kl. 12** (before 12 pm) or **Efter kl. 12** (after 12 pm).

Jag åkte:



Datum för avresa
2023-10-03



Före kl. 12.00 Efter kl. 12.00

- c. *Date of return:* select the right date.
 - i. Select: **Före kl. 19** (before 19 pm) or **Efter kl. 19** (after 19 pm).

Jag kom hem:



Datum för hemkomst
2023-10-05



Före kl. 19.00 Efter kl. 19.00

- d. Press “**Fortsätt**” to continue.

6. **Meals during the trip:** please fill in who has provided your meals during the trip. If they were included as part of the ticket price or hotel stay, there are options for that as well.
- Select **hotell** (hotel), **arbetsgiv.** (employer), **represent.** (representation), **biljett** (ticket) or **jag** (me).
 - Select an option for each meal; **frukost** (breakfast), **lunch** (lunch) and **middag** (dinner).

2023-10-03, tisdag		
Frukost	Lunch	Middag
Hotell	Arbetsgiv.	Arbetsgiv.
Arbetsgiv.	Represent.	Represent.
Represent.	Biljett	Biljett
Biljett	Jag	Jag
Jag		

- Repeat for each day that of the trip.
7. Select **“Fortsätt”** to continue.
8. **Tillägg:** If you, for example, stay at a private accommodation or have used your private car, you can register that here. Otherwise press **“Fortsätt”** to continue.

13:35

← Tillägg Cancel

Tillägg

Om du t.ex. kört med din privata bil, om du har övernattat i ett privat boende eller om du vill rapportera restid så gör du det här.

+ Lägg till

Belopp att erhålla 676,00 kr

Fortsätt

9. **Sammanfattning / Summary:** please verify that all the information is correct.

13:02

← Sammanfattning Cancel

Sammanfattning

Kontrollera att alla uppgifter är korrekta.

Namn på resan *
Inrikes 03 - 05 Oct

Min ersättning

3 heldagar	780,00 kr
Avdrag måltider	-104,00 kr
Totalt	676,00 kr

Skicka in

10. If all the information is correct, you can submit the documentation.

Please don't hesitate to reach out to your Sebratec manager if you have any questions!