

Reference sheet for financial administration at the Pufendorf IAS

Find all information on the Pufendorf IAS webpage at Information for our groups:

www.pi.lu.se/en/about-pufendorf-ias/staffpage

Billing information

Remember to forward order specification to the Pufendorf IAS via email in advance.

Lunds universitet
Pufendorfinstitutet, 859536
Ref: Emelie Niléhn
Box 188
221 00 Lund

Reimbursement of expenses

Remember to inform the Pufendorf IAS in advance of planned expenses and keep all receipts.

Primula

- Log in to Primula → My page → Travel/expenses
- Select employment and type of expense: [LU Expenses/Car allowance](#)
- Under “General”, a/c coding, add the following:
 - Cost center: [859536 Pufendorfinstitutet](#)
 - Activities: type in “TEMA” or “ASG” to [locate and select your Theme/ASG](#)
 - Area of act.: [21 Forskning med anslag](#)
- Fill in the details of your expense in accordance with instructions on the relevant page (“International expenses”, “Domestic expenses” or “Representation”)
- Attach/upload files: scanned copy of receipt and other documentation
- Under “Submit”, add message that the form is to be forwarded to Pufendorf IAS, cost center 859536.
- Final step: Print before sending (found on the “Submit” page)

Required documentation

Send print from Primula with original receipts and other physical documentation via post to the Pufendorf IAS administrator, HS 63.

Contact information

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