

Internal guidelines for catering, entertaining guests & travel

PUFENDORF INSTITUTE FOR ADVANCED STUDIES

This document is intended to help you as a coordinator of a Theme or ASG at the Pufendorf IAS. We hope that you will find it useful, and please feel free to contact us with any questions!

GOOD TO KNOW!

When is it okay to order fika to the Pufendorf IAS premises?

When you have guests joining your meetings, or for special occasions such as first and/or last meeting of the semester. You are also welcome to order fika for events such as workshops and seminars. See more information below under "What counts as an event?".

When is it okay to order lunch to the Pufendorf IAS premises?

When you have a an event such as a workshop or seminar. See more information below under "What counts as an event?".

When is it okay to go out to a restaurant for lunch or dinner?

When you have guests you are welcome to treat them to a meal. This counts as entertainment, "extern representation". Note that you can take the same guest out for a meal **only a reasonable amount of times**.

What counts as an event?

An event should be planned in due time and needs to have a purpose (short description of the intended outcome of the event), agenda, and participant list with names and organisational affiliations.

We recommend using our template "Pufendorf events and dinners".

Events can include catering of fika, lunch and/or mingle. It is okay if the event is only for the group and/or invited guests, it does not have to be open to the public. If you plan an event that was not included in the cost frame this needs to be approved in advance by the Pufendorf Institute.

How do I make travel bookings for group members and/or guests?

You don't, we do it for you! Booking for both local and international travel is done by the Pufendorf administration. Any ticket or travel cost that will be paid for by the institute should be booked by the institute.

Examples:

- Bus or train tickets for study visits
- Bus, train, flight and accommodation for guests and Fellows
- Taxi within Sweden (if public transport is unavailable or unsuitable)
- Flight and accommodation for group members

If your travel plans were not included in the cost frame this needs to be approved in advance by the Pufendorf Institute.

REFERENCES & RESOURCES

Invoicing Lund University:

<https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management/compulsory-e-invoicing-public-sector>

General information on entertainment:

<https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/entertainment>

Pufendorf IAS Template:

- [Pufendorf events and dinners](#)

For instructions on how to apply for reimbursement in Primula, see end of this document. Note that only LU staff can be reimbursed.

Invoice information/billing address

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

Delivery address

Pufendorfinstitutet
(Specify floor or room)
Biskopsgatan 3
Lund

Help!

When in doubt, don't hesitate to contact us at administration@pi.lu.se!

HOW TO ORDER CATERING TO THE PUFENDORF IAS PREMISES

1. Notify the administration of the planned order – administration@pi.lu.se
2. Contact the supplier via email to place your order. Remember to include the following in your email:
 - Date and time of delivery
 - What you want to order (check on their website what options are available)
 - Number of people or quantity of each item
 - Dietary preferences or allergies
 - Delivery address
 - Invoice information/billing address
 - Optional: Your phone number (this can be useful if there are delays or if they cannot find the correct venue)
3. Receive your order
 - Check that everything you ordered is included
 - Set it up as you wish, feel free to borrow anything you need from the kitchen!

Regarding alcohol at events

Remember that if you plan to serve alcohol the Lund University policy allows no more than **two glasses of wine or beer per person**, and there should always be non-alcoholic options as well.

Catering firms do not provide alcohol. If you need to purchase alcoholic beverages for a mingle, keep in mind that this cannot be invoiced and will have to be purchased in-store by a person employed at Lund University. Remember to keep the receipt and make a reimbursement request in Primula.

CATERING FIRMS PROCURED BY LUND UNIVERSITY

Below are a few catering firms we've had good experiences with in the past. Note that these are only suggestions and you are free to use other suppliers as long as they are procured by Lund University. You can use Kommers to check which companies are procured (<https://www.kommers.adm.lu.se/>).

Café LUX (ÅMA ab)

<https://cafelux.se/>

info@cafelux.se, 070-960 65 69

Stamstället (ÅMA ab)

<https://stamstallet.se/>

info@stamstallet.se, 0733-955064

Mersmak kök & catering, Bryggan

<https://mersmak.me/vara-stallen/bryggan/>

lund@mersmak.me, 046-222 15 50

Moroten & Piskan (ÅMA ab)

<https://morotenopiskan.se/>

info@morotenopiskan.se, 0709 622554

If you decide to buy fika for the group at a bakery or supermarket you will have to make a reimbursement request in Primula.

Remember!

- Keep all receipts
- Only LU staff can be reimbursed

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TAKING GUESTS FOR LUNCH OR DINNER AT RESTAURANTS

1. Notify the administration of the planned meal – administration@pi.lu.se
 - We recommend that you use our template "Pufendorf events and dinners" and attach this to your email!
 - Include a participant list with names and organisational affiliations
 - Briefly explain the purpose of the meal (ex. networking, building relationships with external actors)
 - Specify date
2. Contact the restaurant via email to make a booking. Remember to include the following in your email:
 - Date and time
 - Number of people
 - Dietary preferences or allergies
 - Invoice information/billing address
 - Optional: You phone number (this can be useful if there are any changes or questions about the booking)
3. After your meal, you will be required sign the bill to confirm that your order is listed correctly.
4. Sometimes you will be asked to fill in the invoice information again. Make sure to have it on hand just in case.
5. If there where any changes to the participant list: Notify the administrator.

Regarding Alcohol with meals

Lund University policy does not allow alcohol with lunch. The policy allows alcohol at dinner, but no more than **two glasses of wine or beer per person** should be served. If anyone wishes to purchase additional drinks, this has to be paid separately by that person. We recommend notifying staff in advance, so that they may keep track of what is ordered separately from the Lund University booking.

RESTAURANTS THAT CAN ISSUE INVOICES TO LUND UNIVERSITY

Below are a few restaurants that we've had good experiences with in the past and that we know can issue invoices to Lund University. Note that these are only suggestions and you are free to choose other options.

Grand Hotel

<https://www.grandilund.se/dine/gambrinus>
info@grandilund.se, 046-280 61 00

Restaurang På Skissernas

<https://paskissernas.se/>
bord@paskissernas.se, 046-222 68 68

Mat & Destillat

<https://www.matochdestillat.se/>
info@matochdestillat.se, 046-12 80 00

If you use a restaurant that does not usually invoice Lund University, you will need to provide additional invoice information such as Lund University's organisational number: 202100-3211.

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[administration@pi.lu.se!](mailto:administration@pi.lu.se)

TRAVEL AND ACCOMMODATION

1. Notify the administration of the planned travel well in advance – administration@pi.lu.se
 - Name of person(s) travelling
 - Contact information of the person travelling (email and phone number)
 - Planned dates of arrival and departure
 - Will accommodation be needed?
 - Optional: Put the person travelling on copy/CC
2. The administration will get in touch with the person travelling and inform you when the booking is complete.
3. If there are any changes to the travel plans, ex. if the person travelling gets sick, notify the administration as soon as possible.

INFORMATION FOR FLIGHT BOOKING

If the travel involves booking flights we will ask your guest for more detailed information when we get in touch with them. This could be useful for you to know.

We will ask for:

- Airport of departure
- Complete name (as in passport)
- Birthdate
- Passport number

Accompanying person

If you or a guest wish to travel with an accompanying person such as a partner or other family member, please notify the administration so that we may help you find a suitable solution. Costs associated with the accompanying person will have to be covered separately.

Regarding Meal allowance

Pufendorf IAS does not provide meal allowances or per diem. This is generally managed by the home institution or department. We do not reimburse receipts for meals purchased during travel.

This also applies to invited guests. Please be sure to inform your guests that we do not provide per diem and cannot reimburse meals purchased during travel.

Reimbursements in Primula at the Pufendorf IAS

PUFENDORF INSTITUTE FOR ADVANCED STUDIES

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

STEPS FOR REIMBURSEMENT IN PRIMULA

1. Log in to Primula and go to My page and then Travel/expenses.
2. Select employment and type of expense: LU Expenses/Car allowance.
3. 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
4. Attach/upload files: scanned copy of receipt and other documentation.
5. Fill in the details of your expense in accordance with instructions on the relevant page ("International expenses", "Domestic expenses" or "Representation").
6. **IMPORTANT:** Under "Submit", add message specifying that **the case should be forwarded to the Pufendorf IAS, cost centre 859536.**

FOLLOW-UP

Keep original receipts until the reimbursement is completed. If there are any delays or issues with the reimbursement, contact the Pufendorf administrative team.