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Reimbursement of travel costs in cost-reimbursement contracts

General

Suppliers' travel expenses are reimbursed under cost-reimbursement contracts, provided the contract's other conditions for reimbursement are met, by applying the principles below.

Travel and accommodation shall be booked well in advance of departure to ensure the best price.

Consultants with FMV 'landa-id' shall book travel arrangements in accordance with "Tjänsteföreskrift avseende resor, evenemang och möten", document ID 26FMV362-7, dated 2026-04-07.

Choice of transport mode

Reimbursement will be approved for transport under the following conditions:

- Travel by plane or car is accepted if door-to-door time savings are calculated to be at least one hour.
- Train or bus shall be prioritized for journeys of less than 500 kilometres.
- Trains shall be booked at the lowest available price.
- Night trains can be booked in 1st class with a separate sleeping compartment.
- Flights shall be booked at the lowest available price in economy class.
- Flights of over 6 hours can be booked in 'premium economy' class when work is performed directly in connection with the trip and time for recovery is limited.
- Taxis may only be used if, compared with public transport, it is clearly shown to be the most advantageous alternative in terms of cost and time.
- When booking a boat trip that requires a cabin, a single-occupancy cabin with a window can be booked ('A' cabin or equivalent).

Accommodation

Compensation is accepted for "good standard" hotel rooms at the lowest available price (but not luxury class) taking into account proximity to the venue. "Good standard" refers to a single room with its own toilet and shower in the room.



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Allowances - Sweden

Reimbursement of allowances for travel within Sweden is accepted as follows, when the business trip includes an overnight stay at a site more than 50 kilometres from residence and place of employment. Amounts are halved if the journey starts after 12:00 or ends before 19:00.

Day 1–90	SEK 300 per day
Day 91	SEK 210 per day

Allowances – outside of Sweden

Reimbursement of allowances for travel outside of Sweden is made in the standard amounts specified for each country in “Skatteverkets allmänna råd om normalbelopp för beskattningsåret 2025 för ökade levnadskostnader i utlandet vid tjänsteresa, tillfälligt arbete och dubbel bosättning”, document ID SKV A 2024:24, dated 2024-12-16.

Night allowance

Supplements are accepted for subsistence allowances as follows if the traveler has arranged accommodation that he does not own at no cost to the client. Accommodation in, for example, a boarding house is considered rented accommodation. If the night is spent on a train or plane, rented accommodation should be selected.

Night 1 – until further notice	SEK 150 per day
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Meal deduction

The following deductions are made from reimbursement of allowances, if the Contracting Authority pays for the Supplier's meals during the trip.

Within Sweden:

Full-day allowance deduction	Half-day allowance deduction
• Breakfast SEK 60	• Breakfast SEK 30
• Lunch/dinner SEK 105	• Lunch/dinner SEK 53

Outside of Sweden:

Allowance deduction

- Breakfast 15%
- Lunch/dinner 35%

Car reimbursement in Sweden

Supplements are accepted as follows, if the traveller uses a car at no cost to the Contracting Authority.

Driver	25:00 SEK/10 kilometres
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