

Dear colleagues,

Summer is getting closer and it is soon time for vacation. The administrative staff would like to wish you all a pleasant summer, thank you for good cooperation and also give you some practical pieces of information.

The Administrative division will be manned during summer, but due to vacations people will be available during week 25 to 33 i.e. June 17 to August 16. We therefore appreciate your patience and understanding if matters may take slightly longer to solve during this period of time, and ask of you to prepare and hand in matters for the summer period well in time before week 24.

### **Contact us**

In order for matters to be handled in an efficient and secure way, we ask you to always use the generic email addresses below, and never the individual ones.

- Archive and registry: [registrator@fysik.su.se](mailto:registrator@fysik.su.se)
- Purchases and bookings: [inkop@fysik.su.se](mailto:inkop@fysik.su.se)
- HR and employment matters: [hr@fysik.su.se](mailto:hr@fysik.su.se)
- Communication: [fysinfo@fysik.su.se](mailto:fysinfo@fysik.su.se)
- Questions related to supplier invoices: [faktura@fysik.su.se](mailto:faktura@fysik.su.se)
- Travel bills, expenses and wellness benefits: [reserakning.utlagg@fysik.su.se](mailto:reserakning.utlagg@fysik.su.se)
- Matters related to projects: [projekt@fysik.su.se](mailto:projekt@fysik.su.se)
- Student administration: [studentexp@fysik.su.se](mailto:studentexp@fysik.su.se)
- Questions related to examination: [examination@fysik.su.se](mailto:examination@fysik.su.se)
- Room booking Albano/Frescati: [lokalbokning-su@fysik.su.se](mailto:lokalbokning-su@fysik.su.se)

By doing so, there is a backup function, and cases will not be delayed.

### **Employment matters**

We ask you to plan recruitments, prolongations and similar matters with the aim to finish them before midsummer. Also SU has reduced manning during July and August why you need to send ads to be published end of July – beginning of August to [hr@fysik.su.se](mailto:hr@fysik.su.se) latest June 5.

Ongoing cases are not affected.

### **Travel bills, expenses and wellness benefits**

It is important to submit travel bills and expense claims immediately after the business trip/expense and never later than 3 months after return, particularly during summer. For completed trips/ expenses including all supporting documentation, please submit cases prior to Midsummer according to the instructions on our web ([Business travel - Department of Physics \(su.se\)](#)) to avoid delay in reimbursement/pay out. Unfortunately, we cannot promise any reimbursement in connection to the July or August salary pay.

## **Purchases and bookings**

We ask you kindly to plan your purchases and bookings in advance of the vacation period, if possible prior to midsummer. Don't forget to always state project number for your orders – and also the purpose of the trip when ordering a ticket.

For purchases & procurement, please be so kind and state 402 + Project No. as a reference when you make the purchase/order. This will facilitate the process of matching the invoice with the supporting document uploaded and it will ensure a correct booking of the cost.

Order confirmations from Mathem and suppliers should be sent to [faktura@fysik.su.se](mailto:faktura@fysik.su.se).

## **Student office**

The student office is closed from July 1 to August 19.

It is possible to send a message to [studentexp@fysik.su.se](mailto:studentexp@fysik.su.se) and [studievagledare@fysik.su.se](mailto:studievagledare@fysik.su.se). Please note that the mailboxes will not be checked on a regular basis and only urgent matters will be handled during the summer vacation period.

## **Room booking**

Room booking in AlbaNova: [service@albanova.se](mailto:service@albanova.se)

Room booking in Albano/Frescati: [lokalbokning-su@fysik.su.se](mailto:lokalbokning-su@fysik.su.se)

During July 1 and August 5 room booking enquiries in Albano/Frescati will take longer than normal. Try to make your bookings during, or just after this period, before July 1.

## **Fruit baskets**

There will be no delivery of fruit baskets (and milk) during week 26-34 i.e. from June 24 to August 23.

## **Postal items**

Always state the reference and correct delivery address when making orders with delivery address Albanova, in order for these to arrive at the right address and the right person and for the cost to be charged to the correct Project No.

<i>Invoice address:</i> Stockholms universitet C8201 190 87 Rosersberg Referens: 402000 / Your name	<i>Postal address:</i> Stockholm University AlbaNova University Center Department of Physics SE - 106 91 Stockholm Attn.: Your name	<i>Leveransadress:</i> AlbaNova University Center Hannes Alfvéns Väg 11 SE - 114 19 Stockholm Department of Physics Attn.: Your Name
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