

Acquisitions and travel reservations and related invoicing**Acquisitions to be invoiced:**

1. **Making a cost estimation** for a project/a study module (Appendix A).
2. **Approval of cost estimation** by the supervisor/ teacher as well as the head of education (Tarja Tammia), also forwarded to the Planning Officer (Kaija Kivelä).

3. Making acquisitions

The student reserves the car from the senior attendants about a week before making acquisitions. If the senior attendants make the purchases for the students, the students have to give the shopping list of the necessary products accepted by the teacher to the senior attendants.

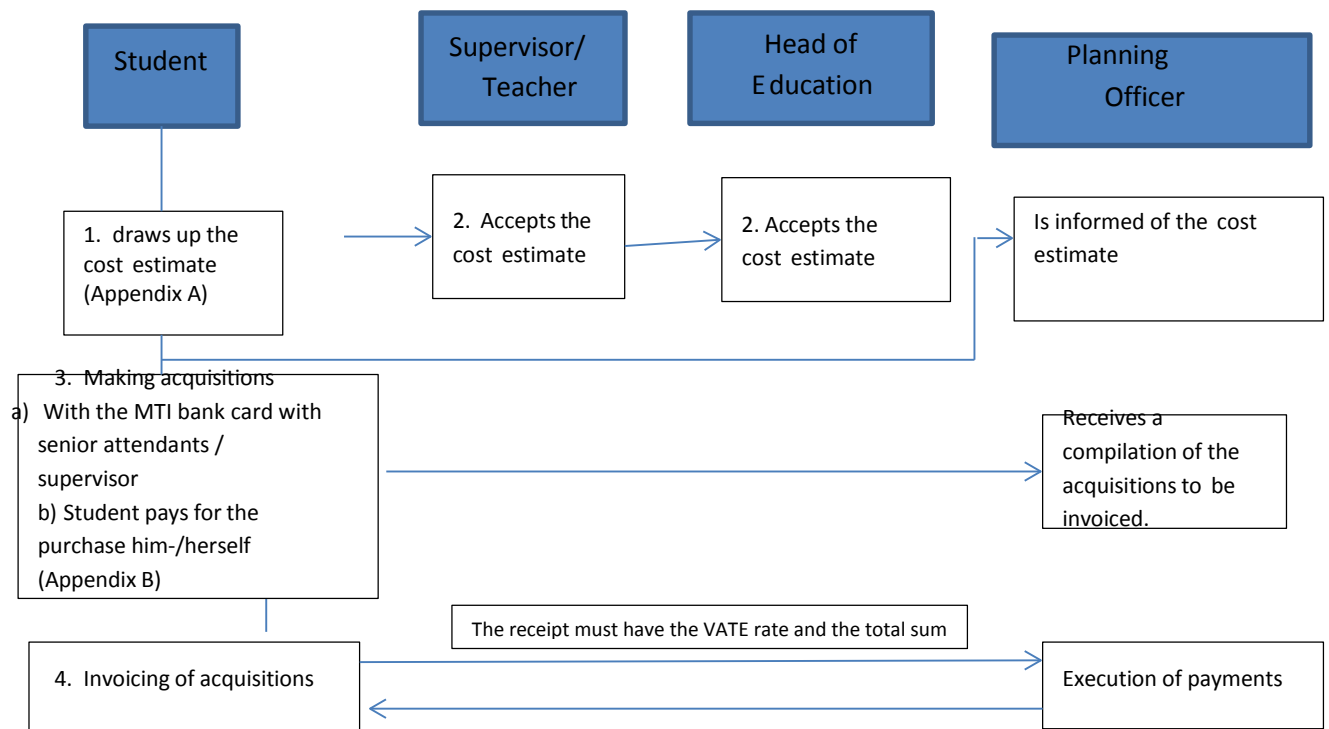
a) Acquisitions can be made with the wholesale card of the MTI in Prisma or Kespro outlet with a senior attendant or the supervising teacher. At the check-out, the following information must be given: Lapland University of Applied Sciences, cost pool + name of the project +/- the study module. The document of purchases has to be signed at the cash desk. The invoice will come directly to the Lapland University of Applied Sciences/ School of Hospitality and Tourism.

b) The student pays for the purchases him-/herself and invoices the acquisitions

c) Acquisitions made online have to be made either together with the head of education (Tarja Tammia) or buying him-/herself and invoices the acquisitions. From all online purchases must print receipt where is VAT rate and total sum. Receipt(s) must send to the Planning Officer (Kaija Kivelä).

4. Invoicing of acquisitions on the basis of receipts

- A compilation of the acquisitions (Appendix B) to be invoiced
- A payment order form is filled with the acquisitions to be invoiced and the purchase receipts attached (Appendix C), which are then delivered to the Planning Officer.



Travelling and accommodation:

School vehicles, rental vehicles or public transportation are primarily used for study-related transportation.

1. School vehicle reservation:

- The student reserves the school vehicle with the senior attendants. The student has to have a valid driving license and a permission to drive signed by the supervisor/ teacher (Appendix D). The supervisor/ teacher checks the student's driving license. The cost pool has to be informed with the reservation (e.g. tourism and hospitality education cost pool 411120).

2. Using a rental vehicle:

- The student orders the car from the MTI senior attendants. The student has to have a valid driving license and a permission to drive signed by the supervisor/teacher (Appendix D). The names and telephone numbers of the persons to drive the car must be given for the rental. It is a good idea to give the names of all the passengers, as the rental car can only be driven by a person mentioned in the rental agreement. Also, inform the senior attendants of the cost pool.
- The student does not pay for the rental vehicle but the invoice comes directly to the University of Lapland/ School of Tourism and Hospitality (that is why the cost pool is important). The car rental company takes care of refuelling before and after the trip. On longer trips the card of the rental company is used. The rental company must be informed about this when making the reservation.

3. Tickets:

- a. The student reserves and pays for the tickets and invoices the trips against the receipts (Appendix C)
- b. The supervisor/ teacher reserves flight tickets through the travel agency on behalf of the student (so-called guest reservation). VR railway tickets should be bought with the Lapland UAS credit card because of discounts. In case of both guest reservations and credit card purchases the teacher / other person in charge of students' tickets submits a list to the person in charge of guest reservations with
 - a list of passengers and their identity codes.
 - travel time and destination as well as number of overnight stays.

The MTI has a staff representative who takes care of / coordinates the guest reservations (Leena Inkeröinen).

4. Accommodation:

- a) The student reserves and pays for the accommodation and invoices the reservation against the receipt (Appendix C).
- b) The supervisor/teacher reserves the accommodation from the agency travel, (guest reservation). In case of guest reservations, the teacher / other person in charge submits a list to the person in charge of guest reservations with
 - A list of passengers and their identity codes.
 - Travel time as well as number of overnight stays and accommodation wishes.

The MTI has a staff representative who takes care of / coordinates the guest reservations (Leena Inkeröinen).

5. Meals during trips:

- In case reimbursement of meals has been agreed on in advance with the supervisor/teacher, the student pays for the meals and invoices them against the receipts (Appendix C).

Use of telephone:

- Students may be allowed to use the school's mobile phones. The phones are given and received by Jorma Poikela at the teacher's/supervisor's request, and the students sign a written contract on the use of the phone. The invoice comes directly to Lapland University of Applied Sciences / School of Tourism and Hospitality.

Using cash (especially the Gala project)

- Students draw up an estimate of the earnings and expenses, as well as their use (for example on a weekly basis)
- Students update a compilation of the purchases to be invoiced (attachment) and send it with the updates to the Planning Officer via email (for example on a weekly basis).
- One person is responsible for cash deposits and their use.
- One person is responsible for ensuring that the final **checked** profit statement (earnings – expenses = profit), and related, numbered receipts and cash are delivered to the supervising teacher no later than one week after the gala. After checking, the supervisor shall forward the above-mentioned material to the Planning Officer.

Invoicing

Lapin ammattikorkeakoulu Oy (id number FI25287925)

Invoicing address for electronic invoices

EDI code 003725287925

Operator code BAWCFI22

Operator Basware Oyj

Invoicing address for traditional invoices

Lapin ammattikorkeakoulu Oy

P.O Box 554

FI00026 BASWARE

Reference: MTI + project name

(For example: MTI + Kv-gala 2014)