

Agreement for stationing abroad (TAP)

1. Information on the employee (full name/current address)

CPR-no.: _____

Name (capital letters): _____

Address: _____

Postal code and town: _____

Job title: _____

Place of employment at SDU (unit and address): _____

2. Information about the stationing abroad

The employee is stationed abroad from _____ until _____.

After ending the stationing abroad, the employee returns to his/her present position at the University of Southern Denmark (SDU).

3. Place of employment during the stationing abroad

Place of employment (University etc.): _____

Address: _____

Postal code, town and country: _____

4. Information on the employee during the stationing abroad

Name (capital letters): _____

Address: _____

Postal code, town and country: _____

Phone number: _____ E-mail address: _____

5. Per diem allowance

Per diem allowances according to current rate is provided for the whole period

No per diem allowances are provided, but instead reasonable additional expenses for meals etc. will be reimbursed the whole period

Per diem allowance is provided according to current rate from _____ until _____ , and after this period SDU does not cover any expenses or additional costs of the stay abroad

SDU reimburse the cost of reasonable additional expenses for meals etc. from _____ until _____ , and after this period SDU does not cover any expenses or additional costs of the stay abroad

6. Potential accommodation

Free housing is made available by SDU with reference to a separate agreement provided that the employee still have access to the housing in Denmark (not tax liable), please look at the following guide to this form

Free housing is made available by SDU with reference to a separate agreement provided that the employee does not have access to the housing in Denmark (tax liable), please look at the following guide to this form

Documented expenses for accommodation in accordance with the current (hotel) allowance

Undocumented expenses for accommodation in accordance with the current rate (night supplement)

No agreement has been made about housing. The employee will pay for the expenses with his/her own funds

7. Transport

The employee can only get reimbursement for the documented additional expenses for transportation caused by the stationing abroad.

8. Other expenses

Documented expenses related to applying for residence and work permit (reimbursement according to bill)

Other expenses: _____

9. Other terms

Salary, pension etc. will during the stationing be paid into the employee's bank account in Danish kroner.

Holidays, absence due to illness, leave etc. should still be reported according to the current guidelines at the unit.

It rests on the employee to obtain the necessary permits, including work and residence permit and social security before departure.

This supplement is an integrated part of the employee's employment contract and should be kept together with the contract.

The letter of employment still stands.

10. Contact person

The name of the one completing the form (capital letters): _____

Date _____

Signature of the employee

Date _____

Signature of the leader authorized to recruiting

Guide to the form – being stationed abroad (TAP)

The form needs to be completed by the employee and the approved and signed by the leader authorized to recruiting.

Please send the form to the SDU HR, Staff mailbox at: pers@sdu.dk no later than 14 days before the beginning of the stay abroad.

1. Information on the employee

Please fill in the personal information on the employee: name, CPR-no., address etc.

2. Information on the period of the stationing abroad

Please fill in the information on the period for the stationing abroad.

3. Place of employment during the stationing abroad

Please fill in the name of the place of employment abroad (often a university), and the address of the place of employment.

4. Information on the employee during the stationing abroad

Please fill in the private information on the employee during the stationing abroad. If this is not known at the time of completing the form, please send the information to the Case Manager at SDU HR, Staff, when you receive it.

5. Per diem allowance

Please indicate whether it has been agreed upon paying per diem allowance or compensation for reasonable additional expenses during the stationing abroad. There are several possibilities:

1. You can choose to pay per diem allowance for the whole period.
2. You can choose to compensate reasonable additional expenses for the whole period.
3. You can choose to pay per diem allowance for a limited period.
4. You can choose to compensation for reasonable additional expenses for a limited period.

6. Potential accommodation

Please indicate what has been agreed upon concerning accommodation. Please indicate if any agreement has been made concerning reimbursement for accommodation. You have to make a choice.

Allowance for accommodation expenses in connection with a stationing abroad is stated in Ligningslovens § 9 A.

Further information about allowance for accommodation expenses can be found at [the Danish Tax Agency's legal guide](#) (C.A.7.1 – only in Danish). You can also have a look at the Accounts Department's website at SDU.net for further information on the subject:

<https://sdunet.dk/en/servicesider/oekonomi/rejser/udstationering>

Please be aware of the tax related terms and contact the Danish Tax Agency regarding taxation, as it could inflict the employee's taxation, if the employee does not keep the residence in Denmark during the stationing abroad.

7. Transport

The employee ALWAYS has a claim for additional expenses for transportation concerning the journey there and back.

8. Other expenses

Please indicate what the leader authorized to recruiting and the employee has agreed upon concerning other expenses.

Please note that you are not allowed to take out any additional or alternative insurances.

9. Other terms

General information. Nothing to fill in here.

10. Contact person

The name of the one completing the form.

Signature

The leader authorized to recruiting and the employee sign the form themselves.

To insert your signature in the form, please follow these guidelines:

- Write your signature on a blank, white piece of paper
- Scan the signature into your pc/tablet
- Attach the signature in the “signature field”

When the form is completed, please send it to the Case Manager at SDU HR, Staff, as the Case Manager will file a copy in Acadre.

Further questions:

If you have further questions please contact Luna Kyung Keller Larsen, luna@sdu.dk or 6550 1947 or International Staff Office’s mailbox at: iso@sdu.dk.

Last edited December 2022 by luna