



FAQ - SCANIA PERSONNEL FOUNDATION

PAYMENT OF SCHOLARSHIPS GRANTED BEFORE 2025

SCANIA



Questions & Answers

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How do I get the scholarship paid out?

There are three ways to get the scholarship paid out – depending on your chosen payment method.

1. [Invoice the Personnel Foundation](#)
2. [Your expenses, with access to MXP](#)
3. [Your expenses, without access to MXP](#)

The scholarship is paid out AFTER your activity is completed. Please note that no money is paid to you privately or via salary.

In order to have the scholarship paid out, a copy of the payment documentation is required together with a completed scholarship report to personalstiftelsen@scania.com.

The activity costs more than 35 000 SEK

Maximum amount for the scholarship is 35 000 SEK inc. VAT, for activities that exceeds your granted amount, please follow the specific instructions below.

1. **Invoice the Personnel Foundation**
It is NOT possible to invoice the Personnel Foundation for more than your granted amount. The organizer must therefore be able to offer a split invoice if your activity costs more than your granted amount.
2. **Own expenses**
You can only receive compensation for your granted amount, so send in receipts to MXP (Mobilexpense) that cover your expenses up to the amount you have been granted.



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My chosen payment method is invoice

To finance your activity through an invoice to the Personnel Foundation after the activity has been completed, do the following:

Information to the invoicing company of your activity:

- Invoice address:
Scania CV AB
Head Office, unit 0051
HASBC, Business Administration Services, kst 5715
151 87 Södertälje

Important to include on the invoice:

- The Activity
- Name of the granted person of the Scholarship

Send the invoice to: personalstiftelsen@scania.com

NB! Before payment is made, you must have submitted your Scholarship Report to personalstiftelsen@scania.com

I have paid for the activity myself

If the organizer cannot invoice your activity afterwards, you need to pay out of pocket until the scholarship is paid out. After you have completed your activity register your expense in MXP with the following:

- Receipt showing that you have paid for the expense yourself.
- Copy of confirmation email for your granted amount.
- Mark it as an expense for "Scholarship from Personnel Foundation"

After APPROVED expense in MXP: send a copy on expenses along with your Scholarship report to personalstiftelsen@scania.com.

If you don't have access to MXP, see separate instructions [here!](#)



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I have not access to MXP

If you don't have access to MXP you can create and fill out a [payment assignment](#) instead.

After that you send a copy of the payment assignment along with your scholarship report to personalstiftelsen@scania.com.

Can the scholarship be deposited directly into my account?

No, no money is paid directly to the applicant, neither privately nor through salary. If you have been responsible for the cost yourself, the expense must be registered via MXP (or payment assignment).

Read more [about scholarship payment through personal expenses](#).



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How long do I have to use the scholarship?

The scholarship must be activated within 2 years from the date on which the board granted your scholarship. If the scholarship is not activated in 2 years, the money stays in the foundation.

If the situation turns out that for some reason you cannot use the scholarship within 2 years, please inform the Personnel Foundation via email personalstiftelsen@scania.com

Who covers the cost before the activity is completed?

The Personnel Foundation pays out money only AFTER the activity has been completed and the scholarship report has been submitted.

The invoice should therefore have a due date AFTER the activity has been completed.

Alternatively, you bear the cost yourself and register your expense in MXP (if you do not have MXP, you make a payment assignment) after the activity is completed.



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How do I fill in the scholarship report?

Guidance on how to complete the scholarship report

- Unit is the unit that you work at, e.g. 0051 for Scania CV AB, Head Office or 0001 for Industrial Control.
- Cost center for the group you are working for.
- Account only needs to be entered if you make expenses via MXP, then enter the account that was used in MXP.

If you're not sure which unit, cost center, or account to enter, ask your manager or controller.

Can I change the activity after the scholarship has been granted?

No, the granted scholarship can only be used in accordance with your application. For example, you can't change your activity from a dance course to a language course.

If, for some reason, the company that organizes your activity is unable to carry out what you paid for, contact personalstiftelsen@scania.com for further investigation.

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Other questions and answers

If you can't find the answer to your question? Contact HR Service Center:

 Phone: 08-553 80 600

 email: hr.servicecenter@scania.com



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