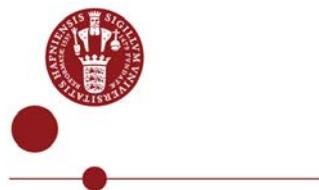


## GUIDE TO REJSUD – LOGGING IN FOR THE FIRST TIME

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This is one of several guides to the RejsUd system about travel-expense reimbursement.



## 1.1 GENERAL INFORMATION ABOUT LOGGING IN

RejsUd is a web-based system that travellers can log into from anywhere in the world.

We recommend that you register your expenses in the system during your trip to keep them fresh in your memory and avoid losing receipts. We also recommend that you register your expenses as clearly as possible. You can write comments about receipts and other attachments in RejsUd to ensure that your reimbursement form can be inspected and approved as efficiently as possible (e.g. if the receipts are in a language that is not readily understood).

## 1.2 LOGGING IN FOR THE FIRST TIME

[Link to RejsUD](#)

You can also find a link to RejsUD on the frontpage of UNCPH intranet under “My access” or you can use the link: <https://381.rejsud.oes.dk>

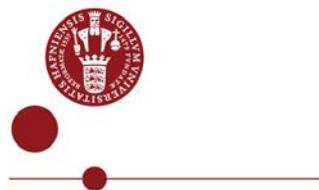
Below you see the login screen.

The screenshot shows the login interface for Basware Travel & Expense Management. At the top left is the 'basware' logo. The main heading is 'Basware Travel & Expense Management' with the version 'Version 3.8.1.3.11 (08.09.2012) #7' below it. The login form includes a 'Bruger-ID:' field with the value 'PBS912', a checked checkbox for 'Husk bruger-id', an 'Adgangssord:' field with masked characters, and an 'Institution:' dropdown menu set to 'KØBENHAVNS UNIVERSITET'. A 'Log på' button is at the bottom of the form. Below the form is a copyright notice: 'Copyright Basware Corporation. All rights reserved.' At the bottom of the image is a photograph of a man in a suit looking at his smartphone.

The first time you log on, the screen will be in Danish.

In the field “Bruger- ID” you enter your UCPH username (three letters and three numbers).

In the field “Adgangssord” you enter your password supplied by the University IT helpdesk.



If you forget your password, you can have it reset by contacting [oesup@adm.ku.dk](mailto:oesup@adm.ku.dk).

In the field “Institution” you select Københavns Universitet, (University of Copenhagen).

If you tick the box “”Husk bruger-id”, you won’t have to enter it when you log in next time.

Click on ”Log på”.

### 1.2.1 Changing your password when you log in for the first time

The first time you log into the system, you will have to change your password so it meets the security requirements for passwords.

The standard requirement for the password is that it must be at least eight (8) characters long and that it must contain uppercase and lowercase letters and numbers.

It is recommended that you choose a password that cannot easily be guessed by other users. The password ‘Abcd1234’ is an example of a letter and number combination that should not be used as password. It is a good idea to mix numbers and letters and vary the use of uppercase and lowercase letters.

The system’s screen for changing your password is shown below.

A screenshot of a web form titled "Skift adgangskode". At the top, it says "Adgangskode sidst ændret den 27.05.2014". Below this are three input fields: "Nuværende adgangskode:", "Ny adgangskode:", and "Bekræft ny adgangskode:". A "Bekræft ændring" button is located at the bottom right of the form.

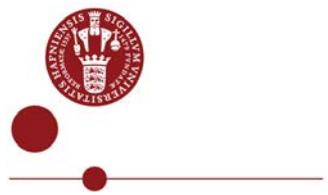
Enter the password that you received with the email in the “Nuværende adgangskode” (Current password) field.

Type the new password in the “Ny adgangskode” (New password) field.

Confirm the new password by typing it again in the “Bekræft ny adgangskode” (Confirm new password) field.

Then click on “Bekræft ændring” (Change).

If the new password and the confirmation match, you will be taken to the system’s welcome page, which is shown below.



<b>Velkommen</b>	<p><b>Opret nyt dokument »</b></p> <p><b>Ikke afsluttet</b>          Du har 1 påbegyndte dokument(er).          Du har 3 ledige indkøbstransaktion(er).  <a href="#">Vis dokumenter »</a></p> <p><b>Beskeder</b></p> <hr/> <p>Ingen nye beskeder</p> <p><a href="#">Vis alle beskeder</a></p>
Mine opgaver (1)	
Dokumentarkiv	
Rapporter	
Mine oplysninger	
Indstillinger (incl. language choice)	
Hjælp	

### 1.2.2 Changing the language when you log in for the first time

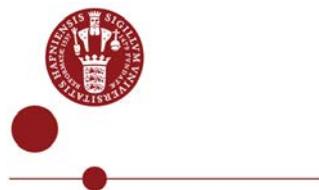
As mentioned above RejsUD is set to display text in Danish by default. You can choose to see the text in English by clicking on 'Indstillinger' (Settings), as shown below.

<b>Velkommen</b>
Mine opgaver (1)
Dokumentarkiv
Rapporter
Mine oplysninger
<b>Indstillinger (incl. language choice)</b>
Hjælp

Then click on 'English' under 'Sprogvalg' (Language options) and click 'Anvend' (Apply).

<b>Velkommen</b>	<b>Brugerindstillinger</b>
Mine opgaver (791)	<b>Generel opsætning</b> <span style="float: right;">2</span>
Dokumentarkiv	Sprogvalg: <span style="border: 1px solid red; padding: 2px;">English (US) ▼</span> <span style="border: 1px solid red; padding: 2px;">Anvend</span>
Rapporter	<span style="border: 1px solid red; padding: 2px;">1</span> <span style="border: 1px solid red; padding: 2px;">English (US)</span>
Mine oplysninger	Dokument og v <span style="border: 1px solid red; padding: 2px;">Finnish (Finland)</span>
<b>Indstillinger</b>	Standardtype: <span style="border: 1px solid gray; padding: 2px;">- ▼</span>
Vejledninger	Standardfane: <span style="border: 1px solid gray; padding: 2px;">Basisdata ▼</span>
Hjælp	<input type="checkbox"/> Åbn seneste uafsluttede dokumen

Changing the language will work from next login to the system so you have to log out and log in again. The field names will now be in English.



Unfortunately the lists in the program from which you have to choose are still in Danish.

After change of language you get this screen

<b>Welcome</b>	<a href="#">Create new »</a>
<a href="#">My Tasks (1)</a>	<b>Incomplete</b> You have 1 incomplete document. You have 3 unselected purchase transactions. <a href="#">Show documents »</a>
<a href="#">Search</a>	
<a href="#">Reports</a>	<b>Messages</b> <hr/> No new messages <a href="#">Show all messages</a>
<a href="#">My information</a>	
<a href="#">Setting (incl. sprogvvalg)</a>	
<a href="#">Help</a>	

### 1.3 TIPS AND TRICKS IN REJSUD

RejsUd is being used in a number of state institutions. RejsUd is completely integrated with the system's pre-registered travel agency, the bank, the tax authorities and Navision, which is UCPH's financial management system.

#### 1.3.1 Tips

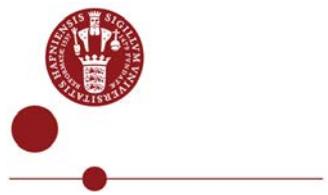
- 1 Get your trip pre-approved before you book it
- 2 Write the name of the person who pre-approved the trip in the comment field, as information for the controller and the approver
- 3 Book your trip with the UCPH's travel agency – this will save you a lot of registrations
- 4 Pay ongoing expenses with a company payment card
- 5 Register your expenses along the way
- 6 Collect receipts etc. in as few attachments as possible and number each attachment and each receipt
- 7 Register attachments under the 'Attachments' tab, as this will make it easier to get an overview
- 8 Scan all attachments before starting the reimbursement

#### 1.3.2 Tricks

##### Favorite Lists

In RejsUd, the traveller gradually builds up favorites lists as he or she uses the system.

The first time the traveller selects e.g. a city under 'Destination', the options list is empty, as shown below.



## New rejseafregning 2/4

« Previous   Next »   Cancel

**Basic data**

Country of destination: \* Danmark ▼ All countries      Travel rule: Time/dagpenge ▼

Destination: \* - ▼ All destinations

Travel purpose: \* - ▼

Start date: \* i  Start time: \* i 06:00 ⌵

End date: \* i  End time: \* i 18:00 ⌵

Subject:

Explanation:

**Items**

Afregningstype \*

Edit

Click 'All destinations'.

The options list will now be enabled – as shown by ' – '

## New rejseafregning 2/4

« Previous   Next »   Cancel

**Basic data**

Country of destination: \* Danmark ▼ All countries      Travel rule: Time/dagpenge ▼

Destination: \* - ▼ All destinations

Travel purpose: \* - ▼

Start date: \* i  Start time: \* i 06:00 ⌵

End date: \* i  End time: \* i 18:00 ⌵

Subject:

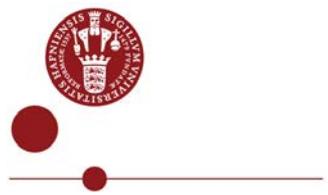
Explanation:

**Items**

Afregningstype \*

Edit

Now, it is possible to click the down arrow and get the full list of options.



## New rejseafregning 2/4

« Previous

Next »

Cancel

**Basic data**

Country of destination: \* Danmark  All countries      Travel rule: Time/dagpenge

Destination: \* -  All destinations

Travel purpose: \*

Start date: \* i      Time: \* i 06:00

End date: \* i      Time: \* i 18:00

Subject:

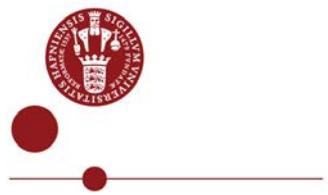
Explanation:

**Items**

Afregningstype \*

- Aabenraa
- Aabybro
- Aalborg
- Aarhus
- Aars
- Albertslund
- Anden by
- Assens
- Ballerup
- Bjerringbro
- Bopæl
- Bramming
- Brande
- Brøndby
- Brønderslev
- Dragør
- Ebeltoft
- Esbjerg
- Esbjerg by

If you select e.g. Aarhus on the relevant travel reimbursement form, Aarhus will be shown as a favorite next time you log in.



## New rejseafregning 2/4

[« Previous](#)[Next »](#)[Cancel](#)

### Basic data

Country of destination: *	<input type="text" value="Danmark"/> ▼ All countries	Travel rule:	<input type="text" value="Time/dagpenge"/> ▼
Destination: *	<input type="text" value="-"/> ▼ All destinations		
Travel purpose: *	<input type="text" value="Aarhus"/>		
Start date: * <i>i</i>	<input type="text"/>	Start time: * <i>i</i>	<input type="text" value="06:00"/>
End date: * <i>i</i>	<input type="text"/>	End time: * <i>i</i>	<input type="text" value="18:00"/>
Subject:	<input type="text"/>		
Explanation:	<input type="text"/>		

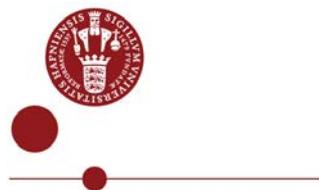
### Items

[Edit](#)

All options lists work in the same way: RejsUd 'remembers' the traveller's choice.

### Receipt management

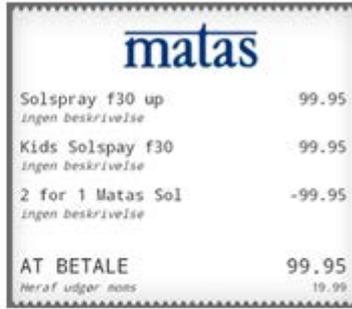
The simplest way is to save your receipts on as few pages as possible, as shown below:



Nr.1



Nr.2



Nr.3

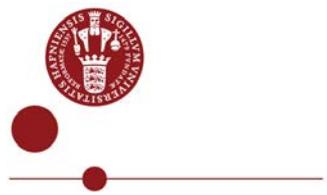


Nr.4



It is best to register attachments under the 'Attachments' tab.

Travel days (0)	Vehicle usages (0)	Expenses (0)	<b>Attachments (0)</b>	Comments (0)	Reimbursables (0)	Posting (0)	History (1)
Date	Started	Ended	Country of destination	Destination	Tra		
<input type="button" value="New travel day"/>							



After one registration, you will have an overview of your receipts.

Travel days (0)	Vehicle usages (0)	Expenses (0)	<b>Attachments (1)</b>	Comments (0)	Reimbursables (0)	Posting (0)	History (1)
Name	Number	Size	Explanation	Archive ID			
attachments for journey to århus january 2014.docx		12 kB	Attachments 1-4	0625744F85D48DCDCF52449890EE9F145946C018.DOCX			
<input type="button" value="Edit"/>	<input type="button" value="New attachment"/>						