

REJSUD - TRAVEL REIMBURSEMENT – TRIP BOOKED THROUGH CARLSON WAGONLIT TRAVEL

Tips

Scan all attachments (documents and receipts regarding your trip) before starting the reimbursement.

The system will not save your registrations until you reach step 3.

Two kinds of warnings can appear. Red warnings need to be handled to close down the reimbursement, black warnings could be nice if handled.

Log on to the system

On the front page of the UCPH intranet, under “My access”, you can access RejsUd. Alternately, please use the link: <https://381.rejsud.oes.dk>

The first time you log into the system it will be in Danish.

Bruger-ID (User ID): UCPH username

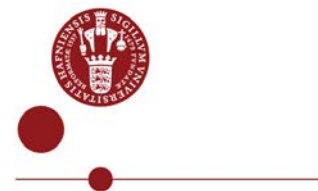
Adgangsord (Password): sent by e-mail. Have to be changed the first time you log in

Institution (Company): select Københavns Universitet

Change the system language to English

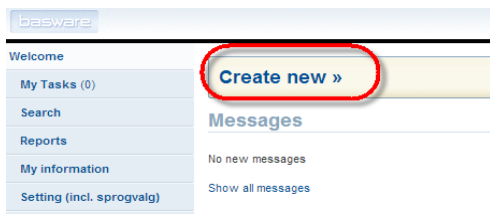
Click at ‘Indstillinger (incl. language choice)’. Use the drop down - ‘Sprogvalg’ and choose English (US). Click ‘Anvend’.

Log of the system and log in again. The system has now changed to English field names.



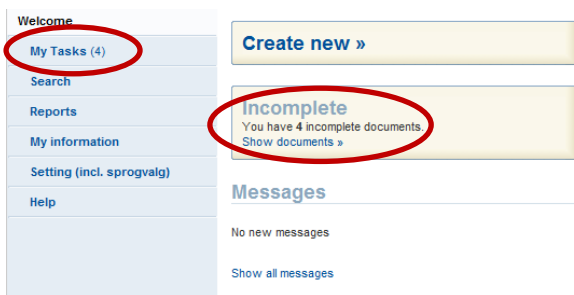
Create expense account

Click 'Create new'



Trips booked through Carlson Wagonlit Travel, hereafter CWT

Having booked your trip through CWT, there will be a draft for the travel reimbursement ready for you under 'My tasks' when you are logged into the system. Select the 'document' you want to work on.



A travel reimbursement normally consists of four steps.

Attention! When you have booked via CWT, you will go directly to step 3.

The time of travel, destination and others fields will already be filled in. Please check if the information is correct. If not, please change it.

New rejseafregning 3/4

Close Print Next » Delete document

Document information

Basic data		Country of destination: Frankrig		Summary	
Type:	Rejseafregning	Destination:	Paris	Mileage allowances:	0,00 DKK
Number:	30312	Travel purpose:	Tjenesterejse	Per diems:	146,88 DKK
Date:	20.06.2014	Start time:	28.01.2014 06:55	Expenses:	0,00 DKK
Status:	Udkast	End time:	29.01.2014 22:20	Total:	146,88 DKK
Employee:	Peter Hansen	Travel rule:	Time/dagpenge	Reimbursable:	146,88 DKK
Unit:	Københavns Universitet	City of origin:	København	Advances:	0,00 DKK
Country of origin:	Danmark			Payable:	146,88 DKK
Subject:					

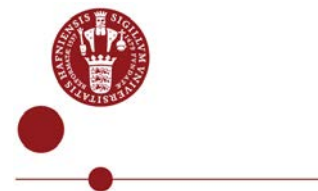
Explanation:
 28.01.2014 0655 COPENHAGEN DK / PARIS FR 28.01.2014 0900
 28.01.2014 1245 PARIS FR / NANTES FR 28.01.2014 1350
 29.01.2014 1730 NANTES FR / AMSTERDAM NL 29.01.2014 1900
 29.01.2014 2055 AMSTERDAM NL / COPENHAGEN DK 29.01.2014 2220

1 **Edit** Group document

2 **Edit** Replace travel day items Replace all items

Date	Started	Ended	Country of destination	Destination	Travel purpose	Explanation	Mileage	Expenses
28.01.2014	08:55		Frankrig	Paris	Tjenesterejse			
29.01.2014		22:20	Frankrig	Paris	Tjenesterejse			

Edit New travel day



Please click on “Edit” 1, fill in 'Travel purpose', “Subject” and then fill in 'Explanation' – e.g. who has preapproved the trip.

Please click 'Edit' 2 and enter information concerning “Items” (account string), i.e. where the expense belongs.

Items

Save and continue

Item information

Afregningstype:

Sted * 🔍

Alias: 🔍

KU Specifikation: 🔍

Division %

Update

New item allocation Copy item allocation Delete item allocation

Afregningstype * Sted

Fill in 'Afregningstype' (Financial entry), 'Sted' (Unit code) and 'Alias' (Alias).

(The name of the Alias equals the name of the case/ project, and object is the same as case/ project number). Please use the magnifying glass when searching for the first time. In the 'Item' field, search for the unit code, i.e. a number. You can search for part of the number. In the 'Name' field, write part of the name or the complete name. Lists of favorites are created based on your selection.

Fill in “KU Specifikation” if relevant for your activities.

Then, please click 'Save and continue'.

New rejseafregning 3/4

Close Print Next » Delete document

Document information

Basic data		Country of destination: Frankrig		Summary	
Type:	Rejseafregning	Destination:	Paris	Mileage allowances:	0,00 DKK
Number:	30312	Travel purpose:	Tjenesterejse	Per diems:	146,88 DKK
Date:	20.06.2014	Start time:	28.01.2014 06:55	Expenses:	0,00 DKK
Status:	Udkast	End time:	29.01.2014 22:20	Total:	146,88 DKK
Employee:	Peter Hansen	Travel rule:	Time/dagpenge	Reimbursable:	146,88 DKK
Unit:	Københavns Universitet	City of origin:	København	Advances:	0,00 DKK
Country of origin:	Danmark			Payable:	146,88 DKK
Subject:					

Explanation:

28.01.2014 0655 COPENHAGEN DK / PARIS FR 28.01.2014 0900
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 29.01.2014 1730 NANTES FR / AMSTERDAM NL 29.01.2014 1900
 29.01.2014 2055 AMSTERDAM NL / COPENHAGEN DK 29.01.2014 2220

Edit Group document

Items

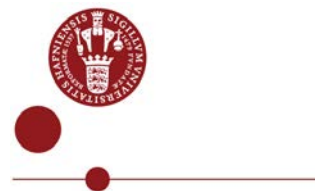
Afregningstype *	Sted *	Share
<input type="text"/>	<input type="text"/>	100%

Edit Replace travel day items Replace all items

Travel days (2) Vehicle usages (0) Expenses (0) Attachments (0) Comments (0) Reimbursables (4) Posting (14) History (1)

Date	Started	Ended	Country of destination	Destination	Travel purpose	Explanation	Mileage	Expenses
28.01.2014	06:55		Frankrig	Paris	Tjenesterejse			
29.01.2014		22:20	Frankrig	Paris	Tjenesterejse			

Edit New travel day



There are eight tabs in the bottom of the screen:

1. Travel days: During travel days selfpaid meals need to be recorded. The system is set up for included meals on all days except breakfast the first day.
2. Vehicle usages: Please make a note of all driving related to the trip such as driving in your own car to the airport. Click 'New vehicle usages' and make a note of the driving information.
3. Expenses: If a payment card with company liability has been used for any expenses, please click 'Select purchase transaction', you could use 'Show all' and select the trip-related transactions. Transactions not appearing may be settled afterwards as expenses, even though they are not included in the travel reimbursement. Expenses not pertaining to credit cards with company liability can be entered using 'New expense'.
4. Attachments: Scan and attach documents in the form of receipts for buying with credit card and receipts for cash expenses. More than one document is allowed per attachment.
5. Comments: Insert comments for the travel reimbursement.
6. Reimbursables: Provides an overview of the settled amount.
7. Posting: Provides an overview of the technical account strings.
8. History: The history of the travel reimbursement and the flow from the traveler to the approver.

Please click 'Next'.

Step 4

In step 4, please ensure that the correct Employee Approver is listed. Instead of an approver group you should choose an approver by name. Click 'Edit' to choose the right approver and then remove the approver group. Then click 'Complete - Send'.

The screenshot shows a web form titled 'New udgiftsafregning 4/4'. At the top, there are three buttons: 'Previous', 'Default values', and 'Complete - Send'. The 'Complete - Send' button is circled in red. Below the buttons is a 'Workflow' section with three columns: 'Review', 'Approval', and 'Informative flow'. The 'Review' column has a table with columns 'Employee', 'Status', and 'Date'. The 'Approval' column has a table with columns 'Employee', 'Status', and 'Date'. The 'Informative flow' column has columns 'Name', 'Unit', and 'Role'. In the 'Approval' table, the 'Employee' field contains 'Godkender Fa_70777500' and there is an 'Edit' button below it, which is circled in red. Red arrows point to the 'Employee' field in the 'Review' table and the 'Employee' field in the 'Approval' table.

The expense reimbursement is now complete and submitted for inspection and approval.

You can follow the status on the report by clicking 'My Tasks' or 'Search' in the left menu.