



GUIDE TO REJSUD – FOR TRAVELLERS

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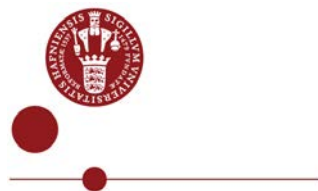
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This guide is one of several guides to RejsUd.



1.0 GENERALLY ABOUT REJSUD

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

Travellers are recommended to make continuous registrations during their trip to keep track of expenses and avoid losing receipts. It is also recommended that you register your purchases as clearly as possible. Write comments on attachments in RejsUd, for example if the document is not in an accessible language, so the inspection, approval and control process can be completed as efficiently as possible.

1.1 TIPS

RejsUd is a system handling reimbursement for travels and other expenses.

In RejsUd you build up your own favourite lists, e.g. lists of destinations.

A reimbursement in RejsUd consists of 4 steps. Your draft for reimbursement will not be saved until you reach step 3.

RejsUd operates with red warning texts and black help texts:

- Red warning texts warn you about missing information in registrations, e.g. an account number. If you do not act on these texts, you cannot go on to the next step in the reimbursement process.
- Black help texts are reminders e.g. about upcoming payment card transactions. It is not essential to act on black help texts. They are just reminders.

Before you as a traveller log into RejsUd, it will be helpful to make sure that all receipts and other relevant documents are scanned and ready to be attached to the reimbursement form.

You also need a unit code number and an alias for the account string. You get these numbers from your leader or the administrator of the institute. They will also know if a UNCPH Specification is allocated to your activities.



1.2 LOG INTO REJSUD

[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>

Read the guide on logging into RejsUd for the first time. In this guide you can also read about changing the language to English.

The log-in window is shown below. Click on ‘Log in’.

A screenshot of the Basware Travel & Expense Management login page. The page has a light blue header with the 'basware' logo. Below the header, the title 'Basware Travel & Expense Management' is displayed, followed by the version information 'Version 3.8.1.3.11 (06.09.2012) #30703'. The login form includes a 'Bruger-ID:' field with the text 'PBS912', a checkbox labeled 'Husk bruger-id' which is checked, an 'Adgangsord:' field with masked characters '*****', and an 'Institution:' dropdown menu with 'KØBENHAVNS UNIVERSITET' selected. A 'Log på' button is located below the form. At the bottom of the form area, the text 'Copyright Basware Corporation. All rights reserved.' is visible. Below the form is a photograph of a man in a suit looking at his smartphone.

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

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

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

If you forget your password, you can have it reset by contacting oesup@adm.ku.dk.



1.3 CREATE A NEW DOCUMENT FOR REIMBURSEMENT OF YOUR TRAVEL EXPENSES

Whether the reimbursement is defined as a trip or an outlay depends on the length of the trip. According to the Circular on the Agreement on Official Travel (*Cirkulære om tjenesterejseaftalen*), an overnight stay lasting more than 24 hours will be reimbursed as a trip.

In this example, the traveller has booked a flight and a hotel room with the travel agent Carlson Wagonlit Travel (hereafter CWT). The trip must last more than 24 hours.

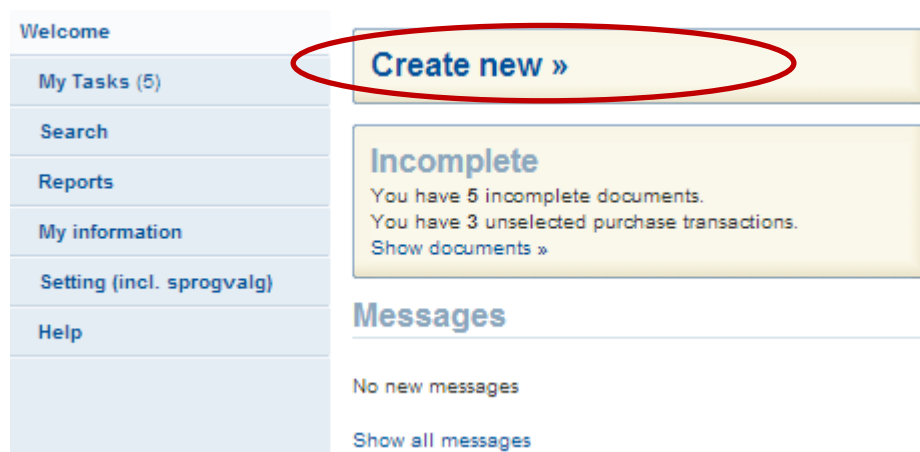
The traveller must send the reimbursement form within 14 days of returning from the trip.

The traveller creates a travel reimbursement document in RejsUd.¹

The window for creating a new document is shown below.

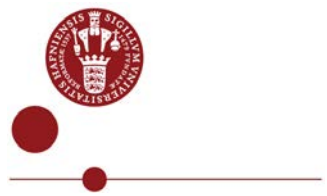
1.3.1 Create a new document

If all transactions have been made with a personal payment card for which the University is liable, the transactions will already be listed in RejsUd.



Click on 'Create new'.

¹ If the trip was booked with CWT, there will be a draft ready for you to click on.

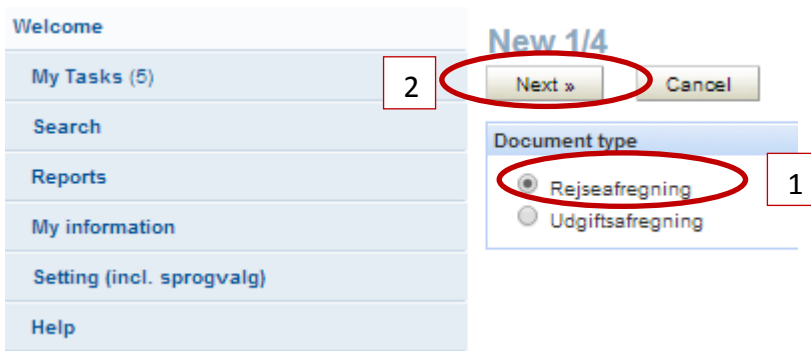


1.3.2 Step 1 of 4

You will now arrive at step 1 of 4. Select “Rejseafregning” (Travel reimbursement), because the trip has lasted more than 24 hours and included an overnight stay.

Click on

1. Rejseafregning
2. ‘Next’





1.3.3 Step 2 of 4

Since the traveller in this example has booked the trip with CWT, the information about ‘Country’², ‘City’, ‘Start date and time’ and ‘End date and time’ in step two will be pre-registered in the reimbursement form. If you have not booked the trip with CWT, you must enter this information yourself.

Registrations in step 2 when the trip has been booked from CWT:

1. Select ‘Travel purpose’: Always “Tjenesterejse” (Work-related trip) in this step.
2. Write ‘Subject’ – elaborate and specify to simplify the further process. Subject is a required field.
3. Write an ‘Explanation’ – elaborate and specify to simplify the further process. Here you can indicate who pre-approved the trip. Specify the reason for the trip.
4. Check that the parameters ‘Country of destination,’ ‘Destination’ ‘Start date and time’ and ‘End date and time’ are correct.
5. Click on ‘Edit’ at the bottom of the window to add the type of reimbursement, unit code and alias (project/case number or name).

New rejseafregning 2/4

« Previous Next » Copy from document Cancel

Basic data

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

Destination: * Aarhus All destinations

1 Travel purpose: * Tjenesterejse

Start date: * 25.06.2014 Start time: * 06:00

End date: * 27.06.2014 End time: * 18:00

2 Subject: Conference at the University of Aarhus

3 Explanation: Hans Hansen accepted to sponsor the costs.

Items

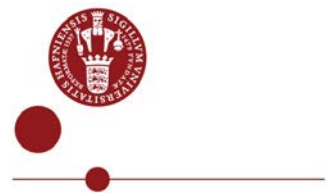
5 Afregningstype *

Edit

Select the purchase transactions that belong to this document

	Date	Product	Sum	Currency	Expense type
<input type="checkbox"/>	30.01.2014	Indenrigs pladsbillet	30,00	DKK	Transport (fly, tog, bus, metro, billeje, brændstof mv.)
<input type="checkbox"/>	30.01.2014	Indenrigs pladsbillet	30,00	DKK	Transport (fly, tog, bus, metro, billeje, brændstof mv.)
<input type="checkbox"/>	30.01.2014	Indenrigs pladsbillet	30,00	DKK	Transport (fly, tog, bus, metro, billeje, brændstof mv.)

² If this is the first time you search for an entry, e.g. a country or a city, you first have to click on ‘All countries/destinations’. This will activate the list and you can click on the down arrow, after which all the countries in the system will appear. Now click on a country. Next time you log on, the selected country will appear as the first entry as a favourite. The same applies to all other lists in RejsUd.



Now you will see the following window.

Items

Save and continue

Item information

1 Afregningstype: *

2 Sted: * 4

3 Alias:

KU Specifikation:

Division %

Update

New item allocation Copy item allocation Delete item allocation

Afregningstype *

Select four things:

1. “Afregningstype” (Type of reimbursement) – use the magnifying glass to search if the type does not appear in the list
2. “Sted” (Unit code) – use the magnifying glass to search if the unit code does not appear in the list
3. ‘Alias’ (no./name) – use the magnifying glass to search if the number does not appear in the list
4. “KU Specification” (UCPH specification) – if relevant for your activity

If you click on the magnifying glass 4 at e.g. ”Sted”, the window will look as follows:

Search items

Save and continue

Search criteria

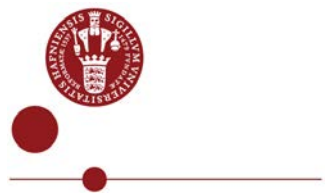
Item group:

Item: Exact search

Name:

‘Item’ in this context is a numerical entry.

‘Name’ is a text entry.



If you remember the unit code or part of it, you enter it in the “Item” field. If you enter the full number the system may for some reason not find it.

If you remember the project/case **number**, enter it or part of it in the ‘**Item**’ field. If you remember the project/case **name**, enter it or part of it in the ‘**Name**’ field.

After you have selected ‘Type of reimbursement’, ‘Unit code’, ‘Alias’ and (if relevant for your activity) ‘UCPH Specification’, the account string is complete.

Click ‘Save and continue’.

Items

Item information

Afregningstype: * 01 Danmark ▼ 🔍

Sted: * 50506500 Faststoffysik ▼ 🔍

Alias: 1043841001 38754 - TV - Fysikk ▼ 🔍

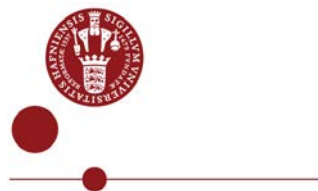
KU Specifikation: ▼ 🔍

Division % 100

Afregningstype *	Sted *
01	50506500
Danmark	Faststoffysik

Step 2 is now complete.

Click on ‘Next’ in the next window.



New rejseafregning 2/4

« Previous **Next »** Copy from document Cancel

Basic data

Country of destination: * Danmark ▼ All countries Travel rule: Time/dagpenge ▼
 Destination: * Aarhus ▼ All destinations
 Travel purpose: * Tjenesterejse ▼
 Start date: * i 25.06.2014 Start time: * i 06:00 ⌵
 End date: * i 27.06.2014 End time: * i 18:00 ⌵
 Subject: Conference at the University of Aarhus
 Explanation: Hans Hansen accepted to sponsor the costs.

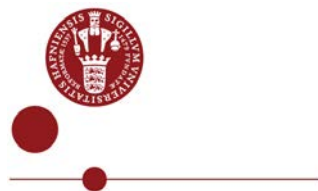
Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	38754 - TV - Fysikkens ve/EV Aktivitet

Edit

Select the purchase transactions that belong to this document

Date	Product	Sum	Currency	Expense type	Method of payment
<input type="checkbox"/> 30.01.2014	Indenrigs pladsbillet	30,00	DKK	Transport (fly, tog, bus, metro, billeje, brændstof mv.)	SEB Diners Rejsekonto
<input type="checkbox"/> 30.01.2014	Indenrigs pladsbillet	30,00	DKK	Transport (fly, tog, bus, metro, billeje, brændstof mv.)	SEB Diners Rejsekonto
<input type="checkbox"/> 30.01.2014	Indenrigs pladsbillet	30,00	DKK	Transport (fly, tog, bus, metro, billeje, brændstof mv.)	SEB Diners Rejsekonto



1.3.4 Step 3 of 4

Step 3 gives you an overview of the reimbursement form so far.

You have 3 unselected purchase transactions.

New rejseafregning 3/4

Close Print Next » Delete document

Document information

Basic data

Type:	Rejseafregning	Country of destination:	Danmark
Number:	11898	Destination:	Aarhus
Date:	29.06.2014	Travel purpose:	Tjenesterejse
Status:	Udkast	Start time:	25.06.2014 08:00
Employee:	John Johnsen	End time:	27.06.2014 18:00
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge
Country of origin:	Danmark	City of origin:	Ballerup
Subject:	Conference at the University of Aarhus		

Explanation:
Hans Hansen accepted to sponsor the costs.

Edit

Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	36754 - TV - Fysikkens væ/EV Aktivitet

1

Edit

Replace travel day items

Replace all items

2

Travel days (3)

Vehicle usages (0)

Expenses (0)

Attachments (0)

Comments (0)

Reimbursables (4)

Posting (22)

History (1)

3

Date	Started	Ended	Country of destination	Destination	Travel purpose
25.06.2014	08:00		Danmark	Aarhus	Tjenesterejse
26.06.2014			Danmark	Aarhus	Tjenesterejse
27.06.2014		18:00	Danmark	Aarhus	Tjenesterejse

Edit

New travel day

The logic of RejsUd is that it is only possible to go forward. You cannot go back to a previous step. However, you can always 'edit' all fields. For example, if you want to edit entries in Step 2 after you have reached Step 3, just click 'Edit' 1 in the screenshot above. Notice! There is an "Edit" button for each section of the screen page.

1.3.5 Travel days tab

Under the 'Travel days' tab 2 in the above screenshot, you can register 'Selfpaid meals'. As a standard feature, RejsUd has all the 'Free meals' boxes ticked, with the exception of breakfast on the first day of travel. To register selfpaid meals on the trip you remove ticks corresponding to meals in question.

Please ensure that all these ticks are correct for your trip. For example, if you had breakfast on the day of travelling – 6 January 2014 – you should tick the box for this day.

Click on the first day 3 and you will see the following window.



Travel day 25.06.2014

4

Save and continue

Travel day information

Update

Basic data

Country: * Danmark ▾ All countries

Destination: * Aarhus ▾ All destinations

Date: * 25.06.2014

Start time: 06:00

End time:

Travel purpose: * Tjenesterejse ▾

Explanation: Conference at the University of Aarhus

Additional allowances

 Overnight allowance

Free meals

 Breakfast Lunch Dinner

Other

 Reimbursable Trip interrupted

1

3

Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	36754 - TV - Fysikkens ve/EV Aktivitet

2

New travel day

Copy travel day

Copy to remaining days

Delete travel day

 Delete travel day related expenses

Date	Started	Ended	Country of destination	Destination	Travel purpose
25.06.2014	06:00		Danmark	Aarhus	Tjenesterejse
26.06.2014			Danmark	Aarhus	Tjenesterejse
27.06.2014		18:00	Danmark	Aarhus	Tjenesterejse

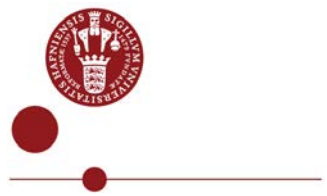
Example: you paid for lunch yourself on the first day. Remove the tick in the 'Lunch' box 1 to register the selfpaid lunch.

If you also paid for lunch yourself on the following days, click "Copy to remaining days" 2.

Leave the tick in 'Reimbursable', 3 otherwise hourly and daily expenses will not be reimbursed for the following day.

You can choose to receive an undocumented night allowance instead of a refund of accommodation costs on documentation. The undocumented night allowance is typically used when the employee is able to stay in private accommodation, and is intended to allow the employee to offer to compensate his or her hosts.

If the trip coincides with a day off, see the guide to registering interruptions of trips in RejsUd (GuideRejsUdPrivatOphold (not workrelated part) - only in Danish). Continue by clicking 'Save and continue' 4.



1.3.6 Vehicle usage tab

The 'Vehicle usages' tab allows you to register usage of your own car, e.g. to the airport and back home.

Select 'New vehicle usage' to register.

You have 3 unselected purchase transactions.

New rejseafregning 3/4

Close Print Next » Delete document

Document information			
Basic data			
Type:	Rejseafregning	Country of destination:	Danmark
Number:	11898	Destination:	Aarhus
Date:	29.08.2014	Travel purpose:	Tjenesterejse
Status:	Udkast	Start time:	25.06.2014 08:00
Employee:	John Johnsen	End time:	27.06.2014 18:00
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge
Country of origin:	Danmark	City of origin:	Ballerup
Subject:	Conference at the University of Aarhus		
Explanation:	Hans Hansen accepted to sponsor the costs.		
<input type="button" value="Edit"/>			
Items			
Afregningstype *	Sted *	Alias	
01	50508500	1043841001	
Danmark	Faststoffysik	38754 - TV - Fysikkens ve/EV Aktivitet	
<input type="button" value="Edit"/>			
<input type="button" value="Replace travel day items"/>			
<input type="button" value="Replace all items"/>			
Travel days (3)	Vehicle usages (0)	Expenses (0)	Attachments (0)
		Comments (0)	Reimbursables (4)
		Posting (22)	History (1)
Date	Route	Distance (km)	Explanation
	New vehicle usage		

When you have clicked on 'New vehicle usage', you will see the following screenshot.



Vehicle usages

Save and continue 6

Vehicle usage information

Update

Basic data

Date: * 29.06.2014

1 **Vehicle: *** Privat bil/motorcykel, lav sats

2 **Route:** -

3 **Other route**

4 **Distance:** 52 km

5 **Explanation:** Emergency meeting public transportation to slo

Additional explanation: Return

Attachment: **Next Add attachment**

Additional data

Country: Danmark

Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	36754 - TV - Fysikkens ve/EV Aktivitet

New vehicle usage **Copy vehicle usage** **Delete vehicle usage**

Date	Route	Distance (km)	Explanation
29.06.2014	Engparken 3 Frederikssund To Kastrup Lufthavn	52	Emergency meeting public transportation to slo

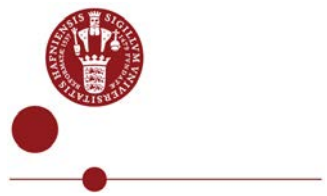
In this window, register the following:

1. Check that the 'Date' is correct
2. 'Vehicle' typically has the standard text 'Privat bil/motorcykel, lav takst'
3. You can choose a route from the 'Route' list or tick 'Other route' and enter a route
4. Enter the 'Distance'
5. Write an 'Explanation' so the approver and controller can understand the reason for the trip

Next time you log on, you will be able to select the route under 'Route', as RejsUd registers and links the route to the traveller as a favourite entry.

If you want to repeat the route for other days or the same day, click on 'Copy vehicle usage'.

Then click on 'Save and continue' 6 and then on the 'Expenses' tab in the next window if you have expenses that you need to register.



1.3.7 Expenses tab – Payment card and CWT transactions

The simple way to have expenses registered automatically is to pay for everything with a personal payment card for which the University is liable and/or to book the trip from CWT. Then import the costs into RejsUd and you will be able to select them individually. The system initially assumes that the traveller has paid with a personal card for which the University is liable. Information will automatically be transferred to RejsUd.

Click on ‘Select purchase transaction’.

You have 3 unselected purchase transactions.

New rejseafregning 3/4

Close Print Next » Delete document

Document information

Basic data

Type:	Rejseafregning	Country of destination:	Danmark
Number:	11898	Destination:	Aarhus
Date:	29.08.2014	Travel purpose:	Tjenesterejse
Status:	Udkast	Start time:	25.08.2014 08:00
Employee:	John Johnsen	End time:	27.08.2014 18:00
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge
Country of origin:	Danmark	City of origin:	Ballerup
Subject:	Conference at the University of Aarhus		
Explanation:	Hans Hansen accepted to sponsor the costs.		

Edit

Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	38754 - TV - Fysikkens væ/EV Aktivitet

Edit

Replace travel day items

Replace all items

Travel days (3) Vehicle usages (0) **Expenses (0)** Attachments (0) Comments (0) Reimbursables (4) Posting (22) History (1)

Expense type Attachment Date

New expense

Select purchase transaction

The above screenshot shows all transactions from CWT and from the traveller’s payment card during the trip.



If any transactions are missing, you can have all the transactions registered on your ID entered on RejsUd for any period by clicking on ‘Show all’ **1** in the above window. Then several transactions may appear, and you can select those you know belong to the trip you are registering. You do this by clicking on each transaction in the box to the far left **2** and then clicking on “Select marked transactions.” **3**

Import transaction

Save and continue

	Date	Product
No unselected purchase transactions		
1		Show all

Import transaction

Save and continue **3** Import selected purchase transactions Import all Delete selected

	Date	Product	Sum	Currency	Expense type
2	<input checked="" type="checkbox"/>	30.01.2014	Indenrigs pladsbillet	30,00	DKK Transport (fly, tog, bus, metro, billeje, brændstof mv.)
	<input checked="" type="checkbox"/>	30.01.2014	Indenrigs pladsbillet	30,00	DKK Transport (fly, tog, bus, metro, billeje, brændstof mv.)
	<input checked="" type="checkbox"/>	30.01.2014	Indenrigs pladsbillet	30,00	DKK Transport (fly, tog, bus, metro, billeje, brændstof mv.)

Show transactions during document time period only

Now you will see the expenses under the ‘Expenses’ tab, as shown below.

New rejseafregning 3/4

Close Print Next » Delete document

Document information

Basic data

Type:	Rejseafregning	Country of destination:	Danmark
Number:	11898	Destination:	Aarhus
Date:	29.08.2014	Travel purpose:	Tjenesterejse
Status:	Udkast	Start time:	25.08.2014 08:00
Employee:	John Johnsen	End time:	27.06.2014 18:00
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge
Country of origin:	Danmark	City of origin:	Ballerup

Subject: Conference at the University of Aarhus

Explanation: Hans Hansen accepted to sponsor the costs.

Edit

Items

Afregningstype *	Sted *	Alias
01	50508500	1043841001
Danmark	Faststoffysik	38754 - TV - Fysikkens ve/EV Aktivitet

Edit Replace travel day items Replace all items

Travel days (3) Vehicle usages (0) **Expenses (3)** Attachments (0) Comments (0) Reimbursables (4) Posting (28) History (1)

Expense type	Attachment	Date	Sum	Currency	Total	Explanation
Separate udgifter					90,00	
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403838//INDENRIGS PLADSE
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403838//INDENRIGS PLADSE
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403838//INDENRIGS PLADSE

Edit New expense Select purchase transaction



Click on an expense and you will come to the next window. Here all basic data from the payments card or CWT transaction will be registered.

It is recommended that you attach all the supporting documents under the “Attachments” tab. This tab is described later in this guide.

You must send the reimbursement form for inspection no later than 14 days after your return home – even if some card transactions are missing. Missing card transactions will be settled as expenses later.

Click on ‘Save and continue’ in the next window.

Expense

Save and continue

Expense information

Update

Basic data **Transaction separation**

Expense type: * Transport (fly, tog, bus, metro, billeje, brændstof mv.) All

Day: * 30.01.2014

Sum: * 30,00 DKK Danske Kroner

Method of payment: SEB Diners Rejsekonto

Explanation: 2403638//INDENRIGS PLADSBILLET / CARLSON WAGONLIT TRAVEL / KØBENHAVNS UNIVERSITET / PRIMDAHL/JOERGEN MR

Attachment number: Next Add attachment

Purchase transaction: 4124

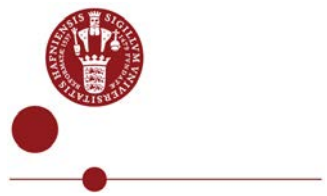
Sum to separate:

Separate as an individual transaction

Items	Afregningstype *	Sted *	Alias
01		50506500	1043841001
Danmark		Faststoffysik	36754 - TV - Fysikkens væ/EV Aktivitet

New expense Copy expense Delete expense

Expense type	Attachment	Date	Sum	Currency	Total	Explanation
Separate udgifter					90,00	
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403638//INDENRIGS PLADSB
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403638//INDENRIGS PLADSB
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403638//INDENRIGS PLADSB



1.3.8 Expenses tab – Own outlays

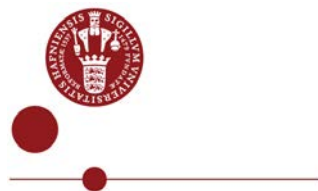
If you need to register expenses that have not been pre-approved based on card or CWT transactions, the procedure is different. Below you can see how to enter your own outlays.

Click on ‘New expense’ at the bottom of the next window.

New rejseafregning 3/4

Close Print Next » Delete document

Document information							
Basic data							
Type:	Rejseafregning	Country of destination:	Danmark				
Number:	11898	Destination:	Aarhus				
Date:	29.06.2014	Travel purpose:	Tjenesterejse				
Status:	Udkast	Start time:	25.06.2014 06:00				
Employee:	John Johnsen	End time:	27.06.2014 18:00				
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge				
Country of origin:	Danmark	City of origin:	Ballerup				
Subject:	Conference at the University of Aarhus						
Explanation:	Hans Hansen accepted to sponsor the costs.						
Edit							
Items							
Afregningstype *	Sted *	Alias					
01	50506500	1043841001					
Danmark	Faststoffysik	36754 - TV - Fysikkens ve/EV Aktivitet					
Edit Replace travel day items Replace all items							
Travel days (3)	Vehicle usages (0)	Expenses (3)	Attachments (0)	Comments (0)	Reimbursables (4)	Posting (28)	History (1)
Expense type		Attachment	Date	Sum	Currency	Total	Explanation
Separate udgifter						90,00	
Transport (fly, tog, bus, metro, billeje, brændstof mv.)			30.01.2014	30,00	DKK	30,00	2403638//INDENRIGS PLADSI
Transport (fly, tog, bus, metro, billeje, brændstof mv.)			30.01.2014	30,00	DKK	30,00	2403638//INDENRIGS PLADSI
Transport (fly, tog, bus, metro, billeje, brændstof mv.)			30.01.2014	30,00	DKK	30,00	2403638//INDENRIGS PLADSI
Edit New expense Select purchase transaction							



You will then be shown a template in which you can enter your expenses. Enter the following:

1. Select 'Expense type'
2. Select 'Day' in the calendar
3. Enter the 'Sum' of the expense
4. Select currency
5. 'Method of payment' has the standard entry "Kontantudlæg" ('Cash outlay')
6. Write explanation (required)
7. It is recommended that you register receipts in the 'Attachments' tab (described later in this guide) and collect e.g. eight receipts on one A4 page, i.e. collect them in as few pages as possible
8. In case a different currency from DKK Danish kroner is selected in item 4, you can indicate your 'Own exchange rate' under 'Additional data'. Your own exchange rate is the rate shown in your bank statement.

Expense

9 **Save and continue**

Expense information

Update

Basic data **Additional data**

Expense type: * Bøger, tidsskrifter, abonnementer All

Day: * 30.01.2014

Sum: * 200,00 USD U.S. dollar All 4

Method of payment: Kontantudlæg

Explanation: Conference book 6

Attachment number: Next Add attachment 7

Exchange rate: 5,5104

Own exchange rate: 5,5214 8

Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	36754 - TV - Fysikkens ve/EV Aktivitet

New expense Copy expense Delete expense

Expense type	Attachment	Date	Sum	Currency	Total	Explanation
Separate udgifter					1.192,08	
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403838//INDENRIGS PLA
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403838//INDENRIGS PLA
Transport (fly, tog, bus, metro, billeje, brændstof mv.)		30.01.2014	30,00	DKK	30,00	2403838//INDENRIGS PLA
Bøger, tidsskrifter, abonnementer		30.01.2014	200,00	USD	1.102,08	Conference book

It is recommended that you collect attachments under the 'Attachments' tab. See more about this in the section on the 'Attachments tab' below.

Click 'Save and continue' 9 .



1.3.9 Attachments tab

In the 'Attachments' tab, it is recommended that you register all your supporting documents, grouped in as few pages as possible, and number each receipt/ document in the attachment.

The tab also lets you register more than expenses. E.g. it can be very useful for the inspector, approver and controller to get information on the reason for the trip. You can also register solemn declarations, etc.

New rejseafregning 3/4

Close Print Next » Delete document

Document information

Basic data

Type:	Rejseafregning	Country of destination:	Danmark
Number:	11898	Destination:	Aarhus
Date:	29.06.2014	Travel purpose:	Tjenesterejse
Status:	Udkast	Start time:	25.06.2014 06:00
Employee:	John Johnsen	End time:	27.06.2014 18:00
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge
Country of origin:	Danmark	City of origin:	Ballerup
Subject:	Conference at the University of Aarhus		
Explanation:	Hans Hansen accepted to sponsor the costs.		

Edit

Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	36754 - TV - Fysikkens ve/EV Aktivitet

Edit Replace travel day items Replace all items

Travel days (3) Vehicle usages (0) Expenses (4) **Attachments (0)** Comments (0) Reimbursables (5) Posting (30) History (1)

Name	Number	Size	Explanation
New attachment			

Click on 'New attachment'.

All expenses must be documented with attachments. The formal requirements are as follows:

- The following attachments must be explained in text fields:
 - Unclear due to poor-quality scan
 - Text is in a different language
 - Combined into one large sum
- Physical attachments do not need to be saved after they are registered in RejsUd
- Boarding cards do not need to be attached if the flight tickets are attached
- No special documentation requirements for EU projects

Click on "Vælg fil" (in English: Select file), select your file and attach the scanned receipt.



Attachments

3 **Save and continue**

Attachment information

File * 1 **Vælg fil** Der er ikke valgt nogen fil

Attachment number:

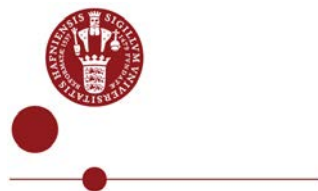
2 **Explanation:**

Update

New attachment **Delete attachment**

Name

Click on 'Save and continue'.



1.3.10 Comments tab

In the 'Comments' tab you can elaborate on previous entries. This tab is also an alternative to email correspondence. By using the Comments tab, you can correspond and clarify in a single document. Any comments can be read by the inspector and approver of the reimbursement.

New rejseafregning 3/4

Close Print Next » Delete document

Document information

Basic data

Type:	Rejseafregning	Country of destination:	Danmark
Number:	11898	Destination:	Aarhus
Date:	29.06.2014	Travel purpose:	Tjenesterejse
Status:	Udkast	Start time:	25.06.2014 06:00
Employee:	John Johnsen	End time:	27.06.2014 18:00
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge
Country of origin:	Danmark	City of origin:	Ballerup
Subject:	Conference at the University of Aarhus		
Explanation:	Hans Hansen accepted to sponsor the costs.		

Edit

Items

Afregningstype *	Sted *	Alias
01	50506500	1043841001
Danmark	Faststoffysik	36754 - TV - Fysikkens va/EV Aktivitet

Edit Replace travel day items Replace all items

Travel days (3) Vehicle usages (0) Expenses (4) Attachments (0) **Comments (0)** Reimbursables (5) Posting (30) History (1)

Author Date

New comment

If you wish to make a comment, click on 'New comment' and write your comment. Then click on 'Save and continue.'

Comment

2 Save and continue

Comment

Comment: *

Update

1 New comment Copy comment Delete comment

Author
John Johnsen



1.3.11 Reimbursables tab

The 'Reimbursables' tab gives you an overview of how the reimbursement sum has been calculated.

New rejseafregning 3/4

Close Print Next » Delete document

Document information			
Basic data		Summary	
Type:	Rejseafregning	Country of destination:	Danmark
Number:	11898	Destination:	Aarhus
Date:	29.06.2014	Travel purpose:	Tjenesterejse
Status:	Udkast	Start time:	25.06.2014 06:00
Employee:	John Johnsen	End time:	27.06.2014 18:00
Unit:	Københavns Universitet	Travel rule:	Time/dagpenge
Country of origin:	Danmark	City of origin:	Ballerup
Subject:			
Explanation:			
Conference at the University of Aarhus			
Hans Hansen accepted to sponsor the costs.			
Edit			
Items			
Afregningstype *	Sted *	Alias	Share
01	50506500	1043841001	100%
Danmark	Faststoffysik	36754 - TV - Fysikkens ve/EV Aktivitet	
Edit Replace travel day items Replace all items			

Travel days (3)	Vehicle usages (0)	Expenses (4)	Attachments (0)	Comments (1)	Reimbursables (5)	Posting (30)	History (1)
Type	Explanation		Unit price	Amount	Total		
Bøger, tidsskrifter, abonnementer	Conference book		200,00	1	1.104,28		
Time/dagpenge DK pr. døgn	Danmark		398,00	2	796,00		
Time/dagpenge DK pr. time	Danmark		16,58	12	198,96		
Reduktion for betalt måltid	Danmark		119,40	-8	-716,40		
Reduktion for betalt måltid	Danmark		59,70	-2	-119,40		

To complete Step 3, click on 'Next' in the window shown above.

1.3.14 Step 4 of 4

In Step 4, you are registered as a traveller with a control group and an approver or approver group.

It is recommended that you Click on "Edit" and choose a specific approver from the list and remove the approver group. Click on 'Complete – Send' to complete your reimbursement registration.

New rejseafregning 4/4

« Previous Default values Complete - Send

Workflow								
Review			Approval			Informative flow		
Employee	Status	Date	Employee	Status	Date	Name	Unit	Role
<Kontrollant Fa_70775300			<Godkender Fa_70775300					
			Edit					

You will be shown a 'Completed' window – this is your proof that the reimbursement form has been forwarded for inspection and approval.