Create an expense claim if you have:

- incurred expenses before a trip (e.g. conference fee and airline tickets)
- incurred expenses in connection with trips with a duration of less than 24 hours
- made small purchases
- used a vehicle without this being related to a trip.

**Expense claim – expense paid with AU credit card**

Click “Create new”.

---

**Create new**

Incomplete
You have 5 unselected purchase transactions.
Show documents »

Messages
No new messages
Show all messages
Tick “Expense Claim”, and then click “Next”.

**Subject**: Here you must provide a brief description.

**Explanation**: Optional – but you must state your project and activity number if you have left the item allocation field blank. Can also be used to provide a more detailed explanation.

**Items**: Enter your project and activity number here. Alternatively, you can enter the numbers in the “Explanation” field. If you do not know your numbers, please contact your main academic area.

Credit card transactions can already be selected here by highlighting the credit card transaction(s) that need to be settled. In the example, the transaction is imported into the “Expenses” tab.
You can fill in the item allocation with your project and activity number as follows:

Click the “Edit” button.

Sted (Location) is filled in by default (only used to manage the approval flow).

Lists of favourites are created as AURUS is used, containing the individual project and activity numbers.

These can be chosen from the value list by clicking . You can search for a project or activity number by clicking the magnifying glass icon .
Narrow your search by entering the first characters.
Click “Search” to see a list of all projects containing “105”, from which you can then choose your project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10526</td>
<td>9. april - Dilemmaspl som formind og forskning</td>
</tr>
<tr>
<td>10573</td>
<td>A&amp;EDF 2012 Osteosarkoma patoge</td>
</tr>
<tr>
<td>921057</td>
<td>AGWAPLAN EU LIFE</td>
</tr>
<tr>
<td>10510</td>
<td>AIAS</td>
</tr>
<tr>
<td>10572</td>
<td>Alcohol preference</td>
</tr>
<tr>
<td>10578</td>
<td>Alzheimergrise</td>
</tr>
<tr>
<td>10559</td>
<td>Ancient Pilgrimage</td>
</tr>
<tr>
<td>SK1054</td>
<td>AR NN rejæomkostninger m.v.</td>
</tr>
<tr>
<td>10504</td>
<td>Atlantic ocean</td>
</tr>
<tr>
<td>12105</td>
<td>AU manglende placering AU til HO</td>
</tr>
<tr>
<td>10521</td>
<td>AUFF Claudio Stasola</td>
</tr>
<tr>
<td>10520</td>
<td>AUFF Thomas Lübbersted</td>
</tr>
<tr>
<td>910553</td>
<td>Baltic Nest Institute (AU)</td>
</tr>
<tr>
<td>11059</td>
<td>BCE Air Quality Engineering</td>
</tr>
<tr>
<td>11057</td>
<td>BCE Bicenergy</td>
</tr>
<tr>
<td>11058</td>
<td>BCE Manure tech. and biogas</td>
</tr>
<tr>
<td>007105</td>
<td>BI-f, Ordinaire midlor, pujer / 4186 PA, BioOL12,</td>
</tr>
</tbody>
</table>
Click your project number, and the project will appear in the “Project” field.

The same procedure applies when searching for activity number.

When all fields have been filled in, click “Back”.
Click “Next”.

To cancel the creation of a claim, click “Cancel”.

New expense claim 3/4
In step 3, the expense claim has been provided with a document number and saved on your main page. You can close the claim and access it at a later time under “My Tasks” on the main page. As a general rule, the claim must be completed in one go and then submitted for review.

Click the “Expenses” tab, and then click “Select purchase transaction”.

Tick the credit card transactions that you need to settle.

Click “Import selected purchase transactions”.

Click “OK”.
The credit card transaction is imported to the claim and must be finalised.

You now receive a warning that the expense type is missing from the expense (top of the screen). Choose expense type by clicking “Edit”.

Expense type missing from expense 07.05.2013

New expense claim 3/4
Expense type will be associated with the expense you choose under “Expense type” (highlighted in light brown/green).

“Expense type”: Contains a list of the expense types that can be registered in a claim. Your list of favourites (i.e. expense types chosen in connection with previous claims) is shown by default. To see all expense types, click the blue text “All”.

Expense type: *< Choose Expense type > ▼ All

Click ▼ to see the expense types on your list of favourites. If you cannot find the type you need, click “All” to see all expense types.
Select the expense type you need by highlighting it and pressing the return key.
“Explanation”: Contains information about transactions, but further information can be added.

“Attachment”: Attach your scanned voucher.

Click “Back”.
Click "Next".

**New expense claim 4/4**

Click “Complete – Send”.

“Reviewer” and “Approver” are filled in by default.

Click “Complete – Send”.
Complete

Thank you

Your document has been sent into flow

You have now completed your expense claim.