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 – vehicle usage

Click “Create new”.
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.
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.
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”.

[Image of web interface with project and activity details]
New expense claim 2/4

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.

Go to the “Vehicle usages” tab, and click “New vehicle usage”.

**Vehicle usages**

“Day”: Enter the date when you used the vehicle.

“Vehicle”: **Filled in by default with “Egen bil/motorcykel – lav sats” (own car/motorcycle – low rate)** and may only be changed if you have a high-rate driving authorisation.

“Route”: A previously saved route can be selected here, and the distance in kilometres will then automatically be filled in. If the route does not exist, tick the “Other route” box and write a description of the route (from and to) in the associated field.

“Length”: Write the number of kilometres you have driven.

“Expanation”: Write an explanation for the vehicle usage.
“Additional explanation”: You can write a further explanation here.

“Attachment”: You can attach vouchers here. If you are authorised for high-rate vehicle usage, you must attach your driving authorisation. See the manual on scanning/attachment of vouchers, if required.

“Country”: Filled in by default with “Denmark”.

“Taxable”: Must NOT be ticked – is not used.

If you have made more trips, click “New vehicle usage” again, and fill in information as described above.

Click “Back”.

New expense claim 3/4

Click “Next”.
"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.