**Advances:**
Advances are cash payments disbursed prior to staff members returning from official trips, and which are not booked as direct costs. Advances are only paid to staff members who are not entitled to credit cards, students, visiting teachers and co-examiners. See the detailed rules [here](#)

Advances must always be ordered in DKK

This is what you do:

Click “Create new”

Choose “Advance” and 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.

**Items:**

Click “Edit”
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”
Click “Next”

To cancel the creation of the advance, click “Cancel”

In step 3, the advance has been provided with a document number and saved on your main page. You can close the request and access it at a later time under “My tasks” on the main page. As a general rule, the request must be completed in one go and then submitted for approval.

Click “New currency need”
**Advance needs**

**Currency need information**

- **Sum:** 0.00
- **Currency:** DKK Danish Krone
- **Tota:** 0.00
- **Explanation:**

**Required currencies**

<table>
<thead>
<tr>
<th>Expense type</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance ordered</td>
<td></td>
</tr>
</tbody>
</table>

**Sum:** Enter the needed advance amount here

**Explanation:** Must be filled in

**Advances must be ordered in Danish kroner** (the amount will be paid into your NemKonto Easy Account in Danish kroner)
Click “Back” when you have completed your request

Click “Print” if you wish to see your advance
Click “Next” when you have completed your request

**New advance 4/4**

Reviewer and Approver are filled in by default

Click “Complete - Send”

**Complete**

Thank you

Your document has been sent into flow