Driver’s report

You can check the kilometres driven in the report: “Kørselsregnskab” (mileage records).

This is what you do:

Log on to AURUS as usual.

https://aurus.au.dk

Click “Reports”.

Welcome
My Tasks (1)
Search
Reports ←
My information
Settings
Help

Create new »

Incomplete
You have 1 incomplete document
You have 5 unselected purchase transactions.
Show documents »

Messages
No new messages
Show all messages
Click “Kørselsregnskab” (mileage records).

**Driver's report**

You only need to fill in the “Date” field if you want to see your mileage records for a given period.

Click “Run”.

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The report looks like this:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Employee</th>
<th>Date</th>
<th>Vehicle</th>
<th>Name</th>
<th>Route</th>
<th>Km</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST-EKOS_LACS</td>
<td>AU/13119</td>
<td>07.04.2014</td>
<td>Eigen kilomotored - av satS</td>
<td>Sihvø Jakob</td>
<td>Århus - Hvidovden</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01.05.2014</td>
<td>Eigen kilomotored - av satS</td>
<td>Århus - Fjovum Turistt</td>
<td>Århus - Fjovum Turistt</td>
<td>132</td>
<td>Fjovum Turistt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01.05.2014</td>
<td>Eigen kilomotored - av satS</td>
<td>Århus - Fjovum Turistt</td>
<td>Århus - Fjovum Turistt</td>
<td>132</td>
<td>Lack of time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Persontotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>454</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Eftersløj</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>454</strong></td>
<td></td>
</tr>
</tbody>
</table>

The report contains your data with:

- Unit
- Employee
- Date
- Vehicle
- Name
- Route
- Km
- Explanation

Under “**Persontotal**” (personal total), the number of kilometres you have driven during the period requested is shown.