Travel claim – advances

If you have received an advance via AURUS, the advance must be settled via a claim form in AURUS.

Creation of a travel claim with advances:

Click “Create new”.

The default document type is “Travel Claim” – Does your trip concern an EU project, choose “Travel Claim (EU projekt)”. 
Fields

- Country
- Destination
- Travel purpose
- Start date
- End date
- Start time
- End time
- Subject
- Travel rule must be filled in.

- Explanation may be filled in.

- Items must be filled in by you.

You can enter your project and activity number in the explanation field, so that the reviewer can fill in the item allocation field. If you do not know your numbers, please contact your main academic area.

Click “Next”.
Please remember to edit your meals on the “Travel days” tab.

Click the “Expenses” tab.

Important! You must register all your cash expenses before importing the advance.

Click “New expense”.
"Expense type": Contains a list of the expense types that can be registered in a travel 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”.

“Day”: Filled in by default.

“Sum”: Enter the amount of your cash payment.

“Method of payment”: “Kontant udlæg” (cash payment) is chosen by default.

“Explanation”: Enter a more detailed description of the expense.

“Attachment”: Attach your scanned voucher – see manual, if required.

If you forget to add your attachment, a warning will appear on the main page.

If you have more expenses, click “New expense” again.

Click “Update” to save your changes and stay in the window.
Click “Back”.

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When you have received an advance, the “Select travel advance” button will appear after you have entered your expenses.

Click “Select travel advance”.

Import travel advance

Select the advance(s) you want to import to this claim document.
Click “Import selected advances”.

Click “OK”.

“Summary”
In the summary, you can now see that the travel advance has been imported.

Then complete your claim.
If you want to see the remaining amount of your advance, you can see that in the advance document.

Click “Search” in the menu.

Select “Advance” in the “Document type” field, and then click “Search”.

Click the relevant document to open the advance document.

Here you can see how large a share you have spent and any remaining amount.