Creation of a travel claim – vehicle usage (two-day meeting in Copenhagen)

Click “Create new”.

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

Click “Next”.
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.
Country: Danmark

A list of favourites is created as users use the system, containing information on the countries and destinations chosen in connection with previous travel claims. Therefore, only your home country will appear on the list of countries the first time you use the system.

To choose a country not included in the list of favourites, click the blue text “All countries” and then click the list of countries. Then choose the relevant country.

Destination: København

The travel destination is chosen in the same way, i.e. click the blue text “All destinations” and choose the relevant destination from the value list.

NB! Not all cities/destinations in the world are included in the list. If you want a new destination to be created, please send an email to: Rejser@adm.au.dk.

Travel purpose:

Choose by clicking the value list.

Start date and End date:

Choose by clicking the value list.
Enter the start date and end date of the trip (dd.mm.yyyy). Alternatively, click the calendar icon to the right of the date fields, and a calendar will appear.

**Start time and End time:**

![Clock Icon]

Start time and End time are by default 7:30/17:00, but REMEMBER to enter the correct start and end times of your trip. See travel circular, if needed. Alternatively, click the clock icon.

**Travel rule:**

![Travel Rule]

Set to Time/dagpenge (per diems) by default (per diems are not paid for trips lasting less than 24 hours, see the general travel rules) or choose from the value list.

**Subject and Explanation:**

![Subject and Explanation]

**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**.
Click “Edit”.

**Items**

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 ![value](image). You can search for a project or activity number by clicking the magnifying glass icon ![search](image).

**Search items**

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 a travel claim, click "Cancel".

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

Remember to check paid meals in connection with travel days.
Under the tab “Travel days”, click “Edit”.

Each travel day has its own “Basic data”, and “Free meals” are ticked by default – on the first travel day, “Breakfast” is not ticked – if you have paid for some of the meals yourself, REMEMBER to remove the ticks on the relevant travel days.

The travel day you are editing is highlighted in light brown/green.
Click the second and third travel day to edit your information – in the example above, the traveller has paid for dinner himself/herself. Tick is removed.

**TIP:** If your travel days are identical, remove the ticks on the first travel day and click “**Copy to remaining days**” to copy the ticks to the remaining travel days.

Click “**Back**” when you have finished editing your travel days.
Vehicle usage:

Click the “Vehicle usages” tab.

Click the “New vehicle usage” tab.
**Day:** Filled in by default with your first travel day.

**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.
**Items:** Can be changed if the expense is to be paid under a different project and activity number than your main entry.

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

If you have no more trips to fill in, click “**Back**”. 
If you wish to see your travel claim, click “Print”.

When you have completed your travel claim, 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 travel claim.