Creation of a travel claim – cash payment (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: AURUSHOTLINE@adm.au.dk

Travel purpose: E.g. used for statistical purposes

Choose by clicking the value list

Start date and End date:
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:**
- **Start time: 07:30**
- **End time: 17:00**

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. Alternatively, click the clock icon.

**Travel rule:**
- **Travel rule:** Time/dagpenge

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:** 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”

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 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 travel day and edit your information

**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.

**Cash payment** (only in exceptional cases as credit cards are generally used):

Click the tab “**Expenses**”

Click “**New expense**”
All fields must be filled in.
Expense type: Here is 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 travel claims) is shown by default. To see all expense types, click the blue text “All”

Day: Filled in by default

Sum: Enter the amount for which reimbursement is claimed

Method of payment: "Cash payment" is chosen by default.

Explanation: Enter a more detailed description of the expense

Attachment number: Add your scanned, numbered attachment – read the instructions for Scanning/adding of attachments

If you forget to add your attachment, the following warning will appear on the main page:

The expense is missing an attached receipt | Date: 11.07.2013 | Expense type: Taxi - DK | Amount: DKK 300,00 | Explanation: driven by taxi due to time constraints | Attaching documentation is mandatory.

If the receipt is lost, please attach a scanned sworn statement (can be found on AU Økonomiportalen)

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

Click “Back”

If you wish to see your travel claim, click ”Print”

When you have completed your travel claim, click ”Next”
Controller and Reviewer 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.