Creation of a travel claim – credit card (two-day meeting in Copenhagen – credit card = expenses paid with company liability credit card):

Click "Create new"

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

Click "Next"
You can choose credit card transactions here, but it is recommended that you wait until step 3 ("Expenses").

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:

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: 06:00
End time: 22:20

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: 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: Meeting with project participants
Explanation: meeting of the new project xxxxx

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

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.

**Purchase transactions**

Click the tab “**Expenses**”

Click “**Select purchase transaction”**

The credit card transactions made on each travel day are shown by default.

Click “**Show all**” to see all your credit card transactions not yet imported to a travel claim.
Select the credit card transactions relevant to your travel claim and click “Import selected purchase transactions” or click “Import all” to settle all your transactions.

In the example above, the transactions are ticked.

Click “OK”

You will now receive a warning that the expense type is missing (top of the screen). Choose expense type by clicking “Edit”.
The expense type will be associated with the expense you choose under “Expense type” (highlighted in light brown/green).

Click “All” and then the value list from which you can choose all types of expenses.
**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”.

**Explanation:** Contains information about transactions, but further information can be added.

**Attachment number:** Here you 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: 11.06.2013 | Expense type: Train/bus/ferry - DK | Amount: DKK 374.00 | Explanation: DSB MOBIL NETBUTIK / Transportation, Suburban / JESPER OLSEN | 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 the next expense to add expense type and attachment. Continue until all transactions have been completed.
Click "Back" when all your transactions have been completed.

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

When you have completed your travel claim, click "Next"
New travel claim 4/4

"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.