Dear RejsUd user,

On Tuesday 21 August, AU will start using its new travel expense management system RejsUd. As of this date, all credit card transactions registered as of 1 August and all future transactions must be settled in RejsUd.

RejsUd user profiles have been created automatically for all AURUS users who have also been given new usernames. You must create your own password, the first time you log on to RejsUd.

You can access RejsUd by clicking this link: https://indfak2.dk

Username: <flettefelt>

Password: When you have entered your username, click the link Forgot password? and follow the instructions on the screen. You will then receive an email with a link. Click the link and create your password.

Please note:

- **The system contains the fields ‘Sag’ and ‘Sagsopgave’ instead of fields for project and activity**
  The fields ‘Sag’ and ‘Sagsopgave’ correspond to the project and activity fields in AURUS. These fields must always be filled in in RejsUd. If the fields ‘Sag’ and ‘Sagsopgave’ are left empty, you cannot save or submit the expense settlement form for verification and approval.

- **Remember to add the car’s registration number**
  The registration number of the private car which is used for work-related driving must be added to any travel claim concerning vehicle usage/mileage.

Please also note:

- **Text must be as clear and specific as possible.**
  The name of the specific travel expense report and the descriptions relating to the individual expenses, mileage and days of travel will be used in Navision and must therefore be as clear and specific as possible.

- **Notifications each week**
  In case of new credit card transactions or travel expense reports, you will receive a notification. Notifications will be sent out every Friday and not just every two weeks as in AURUS.
The fields ‘Konto’ (account) and ‘Moms-prod’ (VAT) will be filled in automatically
The fields ‘Konto’ and ‘Moms-prod’ are filled in automatically by RejsUd depending on the selected cost type and should therefore not be edited manually.

AURUS
Please check AURUS to see if any credit card transactions or unfinished expense settlements require your attention. If so, please complete them as soon as possible and send them for verification and approval. At a later point in time, the contents of AURUS will only be available in an archived version. More information will be available later. However, until then, you can still see the contents in AURUS.

You can find RejsUd guides and additional information about RejsUd here: https://medarbejdere.au.dk/en/administration/finance/menu2/rejsud/

If you need help in connection with settlement of travel expenses, please contact Travel Expense Accounts by email (rejser@au.dk).