Creation of travel expense report with private stay (10-day trip to New York with 2-day private stay):

Click "Create new"

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

New travel claim 2/4

- Quality
- Destination
- Travel purpose
- Start date
- End date
- Start time
- End time
- Subject
- Explanation

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: USA

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: New York

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 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:

Set to Time/dagpenge (per diems) by default (per diems are not paid for trips lasting less than 24 hours) 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

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.

**Search Items**

![Search criteria form]

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10526</td>
<td>9. april - Dilemmaspl som formidling og forskning</td>
</tr>
<tr>
<td>10573</td>
<td>A&amp;EDF 2012 Osleosarkoma patuge</td>
</tr>
<tr>
<td>921057</td>
<td>AGWAPLAN EU LIFE</td>
</tr>
<tr>
<td>10510</td>
<td>AIAS</td>
</tr>
<tr>
<td>10572</td>
<td>Alcohol preference</td>
</tr>
<tr>
<td>10578</td>
<td>Alzheimergææ</td>
</tr>
<tr>
<td>10599</td>
<td>Ancient Pilgrimage</td>
</tr>
<tr>
<td>SK1054</td>
<td>AR NN rejsesomkostninger m.v.</td>
</tr>
<tr>
<td>10534</td>
<td>Atlantic ocean</td>
</tr>
<tr>
<td>12105</td>
<td>AU manglende placering AU til HO</td>
</tr>
<tr>
<td>10521</td>
<td>AUFC Claudio Stasola</td>
</tr>
<tr>
<td>10520</td>
<td>AUFF Thomas Lübberstedt</td>
</tr>
<tr>
<td>910553</td>
<td>Baltic Nest Institute (AU)</td>
</tr>
<tr>
<td>11059</td>
<td>BCE Air Quality Engineering</td>
</tr>
<tr>
<td>11057</td>
<td>BCE Bicenergy</td>
</tr>
<tr>
<td>11056</td>
<td>BCE Manure tech. and biogas</td>
</tr>
<tr>
<td>907105</td>
<td>BI-f, Ordinære midler, pujer / 4196 PA., BioOL12,</td>
</tr>
</tbody>
</table>

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. If all days are the same, you may click ‘Copy to remaining days’. This copies all data highlighted to the remaining days.

The travel day you are editing is highlighted in light brown/green.

The example below includes a 2-day private stay on 9 and 10 August:
This is what you do:

Highlight the first day which you have off – e.g. 9 August
Then select 'Trip interrupted'

In the 'Travel purpose' field, select 'Private part of the mission' in the value list

Then select your second day off, 10 August, and again select 'Trip interrupted'

In the 'Travel purpose' field, select 'Private part of the mission' in the value list

Finally, enter a time for when you interrupt your official trip the day before you have the day off (8 August) and a time for when you resume your official trip (11 August)

Highlight 8 August
End Time: Note from when you are taking time off, e.g. 23:59

Click 'Update' to see change

Now enter a start time on 11 August – see red warning
**Start time**: Enter the time when you resume your official trip.

Click 'Update' to see change

Remember to go through meals for all your days of travel.

Click 'Back' when you have finished editing your travel days.

You can then complete your travel expense report.