FOUR IMPORTANT REQUIREMENTS FOR COMPLETING A SETTLEMENT REPORT

If you have addressed the following four points, it is likely that your settlement report will be approved.

1. Appendices/Documentation
   The following must always be stated on your invoice:
   1. Aarhus University
   2. Address (either the address of the unit or “Nordre Ringgade 1, 8000 Aarhus C”)
   3. CVR (31 11 91 03)
   
   If the invoice does not include these three pieces of information, AU will not be able to obtain a VAT deduction. In addition, the invoice must include the following information:
   • Date
   • Name of the person who has the expense
   • Amount (and VAT amount)
   • Specification of the purchase (product/service)

2. Mileage
   You can only apply for mileage reimbursement for distances in excess of your daily drive to and from your workplace at AU (made in your own household’s car).

3. Purchases/meals
   If you have paid for participants’ meals, you must state the following in RejsUd:
   • Full name of all participants
   • The participants’ place of employment
   • Occasion

4. Accommodation
   When completing your settlement report for hotel accommodation, the invoice/receipt – in addition to the required information above – must include:
   • Division of the amount into accommodation and meals (e.g. breakfast)
   • Name of guest
   
   If the invoice is not divided into accommodation and meals (and AU is not stated as the buyer), AU will not be able to obtain a VAT deduction. In this case, you must contact the hotel and obtain a new invoice to complete the settlement report.
   
   NB: When reporting costs for hotel accommodation, please note the current hotel allowance rates and, if necessary, justify why you have exceeded them.

Read more about the requirements for settlement reports at [www.au.dk/firevigtige](http://www.au.dk/firevigtige)