



Complete the form on screen, save as pdf and send it to RejsUdBruger@au.dk

User information:

First Name:

AUID:

Surname:

AU phone number:

AU Email address:

Former place of work

Main area

Place number

Institut/Center/Dekanship/Vice principal

New place of work

Main area

Place number

Institut/Center/Dekanship/Vice principal

New roles

Granting of rights at the new place of employment

Roles (rights),

Remarks:

RejsUd			CWT	
Traveller	Secretary	Approver	Traveller	Secretary

The user must be granted roles in the following main areas/institutes

New place no.:

RejsUd
Secretary Approver**CWT**
Secretary**Be aware that**

Requesting the role **Secretary** or **Approver** for the user requires that the submitter has a power of attorney to sign for revenue or costs at the location code (stedkode) or add a colleague who has this power of attorney for the location code CC on the Email to RejsUdBruger@au.dk.

The **Approver** role requires that the user also has a power of attorney to sign for revenue or costs at the location code.

The role Travellers do not require a power of attorney from either party.

Credit card

If you have an AU credit card, you must either close the card or provide information about the change of unit code via the digitised process at <https://medarbejdere.au.dk/en/administration/finance/travel-booking/policy-for-credit-card-at-aarhus-university>