

4 IMPORTANT REQUIREMENTS FOR SETTLEMENTS

1. The settlement in RejsUd

On your settlement in RejsUd the following must **always** be evident:

1. Detailed occasion for the settlement in the settlement name (e.g., Meeting/ conference regarding AU Strategy)
2. Correct project and activity number
3. Correct cost types
4. Specified invoices/receipts

2. Appendices/Documentation

The following must **always** be evident on your invoices:

1. Aarhus University
2. AU Address
3. CVR (31 11 91 03)
4. Specification of the purchase and the amount (Date of the purchase, what has been purchased and for how much incl. VAT)
5. Documentation of the payment, if not paid with an AU credit card

If the purchase is for others e.g., gifts, meals, or a hotel the following must be added to the settlement in RejsUd:

6. Full name of the receiver/guests/participants + affiliation
7. The occasion for the purchase

3. Mileage

You can **only** request mileage allowance for distances in addition to your daily drive to and from your workplace at AU and if it is driven by yourself in your household's car.

If you are to receive mileage allowance with high-rate you **must** attach a copy of a valid high-rate authorisation to the settlement in RejsUd.

Cf. 59, 510 & 514-17 in the Circular for official travel.

4. Hourly and daily allowances

It is not possible to settle hourly and daily allowances in advance. It is only possible to settle hourly and daily allowances for the days you have **already been** away.

Remove the mark in the meals that you have paid for yourself within the travel period.

Cf. 512 in the Circular for official travel.

*Special projects – Some projects have special requirements for documentation. For inquiries, please contact regnskab.eksterneprojekter.oko@au.dk

Read more about the requirements for settlement reports at www.au.dk/4importantrequirements