

## Memo

Eva Kristensen

Date: 11 January 2024

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# Recipient(s): LGØ, TVÆRS

# Providing a clear description of the purpose of costs when settling travel and expenses claims in RejsUd and invoices in IndFak

The 2022 and 2023 audits recommended that, when settling costs in RejsUd and IndFak, a clear and unambiguous description of why and for what purpose the purchase was made must be provided. The audit called for more stringent and detailed information on the purpose of many types of payments and settlements and the participants they involved.

The purpose of this memo is to clarify what is meant by a clear and unambiguous description of purpose when completing expense claims and invoices.

The description of the reason for the purchase must be clear and unambiguous so that it can be understood by third parties. It is therefore not appropriate to write abbreviations without explaining them. Any abbreviations must be well-known, for example, the EU, COP28, etc. The documentation attached to the expense claim must support a description of the purpose and, if relevant, the participants involved.

# Where should the explanatory text be included?

In **RejsUd**, the explanatory text should be in the "Settlement details" field:

Settlement details
Name \*

In **IndFak**, the explanatory text should be in the "Comment" field or in an attachment.

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Travel Expense Accounts Aarhus University Trøjborgvej 82-84 DK-8000 Aarhus C



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Here are some examples of good explanatory texts.

Reason	Text examples		
Fieldwork	Field work in Norway re. Biosociality		
Airline tickets	Participation in National Bureau of Economic Research work-		
	shop, Boston, Dec. 2023		
	Meeting of the Green Expert Group, residential course on the		
	significance of research, 16-17 November 2023		
Catering internal meetings	Academic day for classics studies and reception for Associate		
	Professor "name surname"		
Catering for meetings with exter-	Dr. Deyong Wang from Aalborg University teaching our PhD		
nal participants	students on material characterization		
Meals: work-related trip for less	Dissection of birds for PFAS analysis		
than 24 hours (RejsUd)			
Rent	Rent for December during PhD exchange in Beijing		
IT	Purchase of plugins for our Allen Heath mixer, which we use		
	for audio in the halls, building xxxx, Kasernen, IKK (Depart-		
	ment of Communication and Culture)		
	Software (CodonCode) for DNA analysis		
Conferences	American Epilepsy Society Annual Meeting, Orlando		
	"Young Eastern Europe and Russia experts": AU-KU Student		
	Conference, Thur. 7 Dec. 2023		
	Newcastle Conference Reworlding Relations: Anthropology,		
	Art and Design		
Use of own car (RejsUd)	Carma kick-off meeting in Aalborg 27/11 2023		
Transport ticket, e.g. bus, taxi			
(IndFak)			
	Driving to a project meeting in IUPN (Ingeniør Uddannelser-		
	nes Pædagogiske Netværk)		
	Conference at Zentrum für Militärgeschichte und Sozialwis-		
	senshaften der Bundeswehr in Potsdam		
	Driving allowance 2 BSS (Business and Social Sciences) for trials on the effect of ketone substances on insulin resistance		
	and metabolism in the heart and brain		
Laboratory equipment	Pump for laboratory location no. xxxx/building xxxx		
Meetings	Meeting of the Education Committee for agricultural science		
Meetings	programmes		
	Monthly work day at XX location		
	University of Bari, Italy - Collaborative Meeting and Seminar		
	on Familial High-Risk for Mental Disorders		
Inaugural lecture - Professor	Flowers for inaugural lecture for Professor "name surname"		
"name surname"			
Rail travel	Inaugural conference - Center for Digital Technology Com-		
	prehension		
	Copenhagen 14-16 December. Meeting at SMK (Statens Mu-		
	seum for Kunst) with Anne Haack Christensen, Niels Borring		
	and Jesper Svenningsen		



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Claims in RejsUd must be accompanied by documentation to support the purpose description.

Claims relating to meetings must be documented with the agenda of the meeting, and claims relating to conferences must be documented with the conference programme.

A number of costs must always be documented. In connection with catering, the names of the participants <u>must</u> be provided. If there are participants who are not employed at AU, their affiliation (e.g. university) must be disclosed.

PhD defence and inaugural/resignation lectures must always be documented with the invitation/notice. Rent payments must always be documented with a rental agreement.

Furthermore, all claims must always be documented with an invoice/receipt.

Please refer any questions to:

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