

How to create/edit settlement
forms which include travel days
and any personal days off

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1 About this guideline



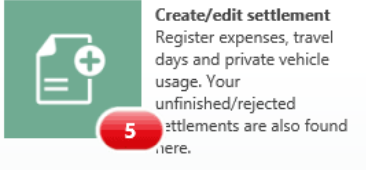
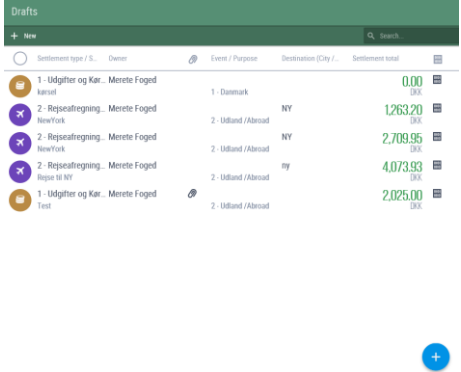
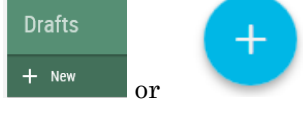
This guideline contains information about how to create or edit settlement forms regarding travel days for which you are to receive hourly/daily allowance. Section 4 contains information about how to specify personal time off for which you will not receive hourly/daily allowance.

In order to create a settlement, two steps are required:

1. First, you create a settlement front page which contains a settlement name. The front page is also used to select a settlement type and purpose as well as numbers for 'sagsnummer' and 'sagsopgave'. 'Sagsnummer' and 'sagsopgave' correspond to Project and Activity.
2. The information above is then used throughout the settlement form (expenses, mileage and travel days). A settlement form may contain more than one element.

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2 How to create a settlement front page

Actions	Description	
Log on to RejsUd	RejsUd is a module in the same system as IndFak, which is used for handling invoices. Link: https://IndFak2.dk	
Select RejsUd	Click the airplane icon on the left-hand side of the screen. The main menu will then be displayed.	
Create/edit	On the main menu, select Create/edit settlement . The number in the red circle shows the number of drafts which you have not yet submitted.	
Drafts	The list shows the drafts you have already created.	
Create settlement	Create a new settlement by clicking the button '+ New' (on the top left) or the round, blue icon with a plus sign (in the bottom right-hand corner of the list).	
Required fields	All fields marked * must be completed. If one of these fields is left empty, an error message will be displayed when you click Save .	

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Actions	Description	
Settlement details	<p>Write a Settlement name</p> <p>For example:</p> <ul style="list-style-type: none"> ✓ MEF – FR – 01-02-2018 ✓ Course for xxx ✓ RejsUd intro meeting <p>Select Settlement type</p> <p>The settlement type Rejseafregning - Travelling is used for trips which last more than 24 hours and for any related expenses incl. mileage.</p> <p>Travel details</p> <p>Enter the date of departure and arrival as well as the place of departure (country/city or town) and destination (country/city or town). Select the relevant country in the drop-down list. Write the name of the city or town.</p> <p>Select Purpose.</p> <p>The field Purpose must contain information about your destination. Please note that one of the items on the list under Purpose is specifically for EU projects.</p> <p>The RejsUd location code (stedkode) will be filled in automatically in accordance with the place of employment of the person travelling. The location code determines which group of</p>	<p>i General details</p> <p>Depending on the settlement type you may have to fill out additional details.</p> <p>Settlement details</p> <p>Settlement name *</p> <p>Konference</p> <p>Settlement type *</p> <p>1 - Udgifter og Kørsel - Expenses/Driving</p> <p>Purpose *</p> <p>Settlement type *</p> <p>1 - Udgifter og Kørsel - Expenses/Driving 2 - Rejseafregning - Travelling 3 - Forskud - Advance payment</p> <p>✕ Rejseoplysninger Hvornår og hvor har du rejst</p> <p>Rejsedage</p> <p>Afrejsedato * 10-06-2018 Hjemkomstdato * 14-06-2018</p> <p>Afrejsested</p> <p>Land * Danmark By * aar</p> <p>Destination</p> <p>Land * Danmark By * kkh</p> <p>Purpose *</p> <p>Køb/Rejser foretaget i DK/Expenses Denmark Køb/Rejser foretaget i Udland/Expenses abroad</p> <p>RejsUd stedkode</p> <p>9251 - AU Økonomi og Bygninger</p>

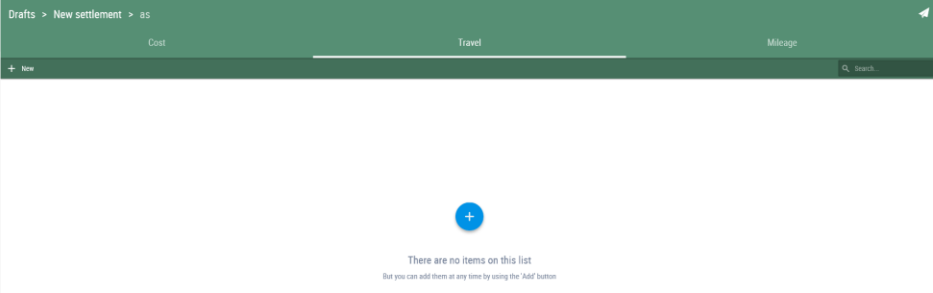

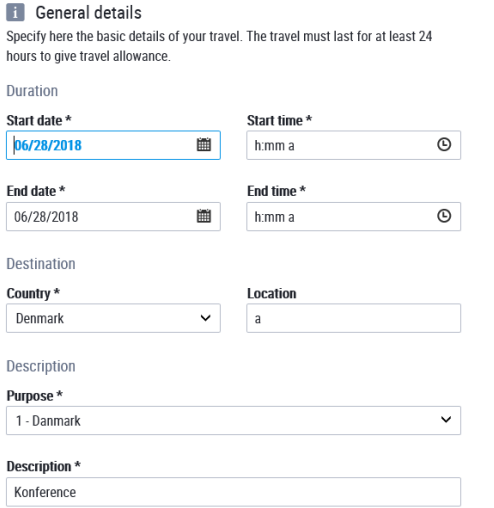
How to create/edit settlement forms which include travel days and any personal days off

Actions	Description	
	<p>approvers who will be asked to approve the settlement.</p> <p>In the field 'Sag' (Project number), you can either search for the relevant name/number for the trip or write it.</p> <p>If you click the down arrow, you can see any previous entries under 'Sag'.</p> <p>In the field 'Sagsopgave' (Activity number), you can search for the relevant name/number or write it directly in the field. The field 'Sagsopgave' will not appear if the field 'Sag' has not been filled in.</p> <p>Use the down arrow to select previous entries.</p> <p>When all fields have been filled in, the first part of the settlement form has been completed. Click Save.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Sag</p> <input style="width: 100%;" type="text" value="Search..."/> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Sagsopgave *</p> <input style="width: 100%;" type="text" value="Search..."/> </div> <div style="display: flex; align-items: center; gap: 10px;"> <input checked="" type="checkbox"/> or </div> <div style="display: flex; justify-content: space-around;"> SAVE CANCEL </div>

3 Add information about days of travel

Actions	Description	
Settlement elements (cost or mileage)	<p>When you have selected the settlement type Rejseafregning - Travelling, the window below will be displayed in which you must select either Cost, Travel or Mileage.</p> <p>A white line marks the selected tab. Select Travel.</p> <p>Additional information is available in the guideline: How to create/edit settlement forms regarding expenses and mileage.</p>	



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Actions	Description	
		
<p>Create element</p>	<p>Create a new element by clicking the button '+ New' (on the top left) or the round, blue icon with a plus sign (in the bottom right-hand corner of the list).</p>	
<p>General details</p>	<p>The start date and end date are copied from the front page. Complete the fields Start time and End time regarding your trip in order to calculate any hourly/daily allowance.</p> <p>The allowance rates differ depending on the destination.</p> <p>If you have been travelling in Denmark as well as in one or more other countries and/or personal days off have been taken, information about this must be included from departure to arrival in the date and time fields. This is described in another guideline.</p>	

How to create/edit settlement forms which include travel days and any personal days off

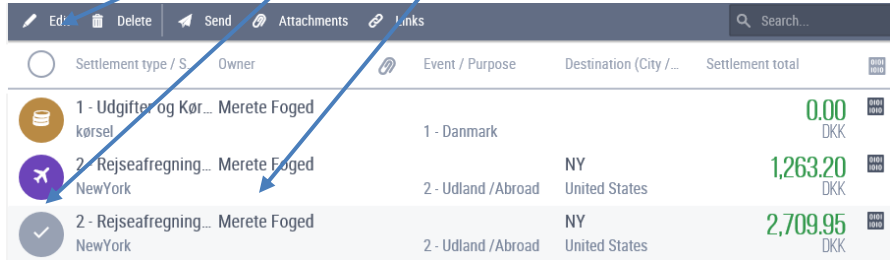
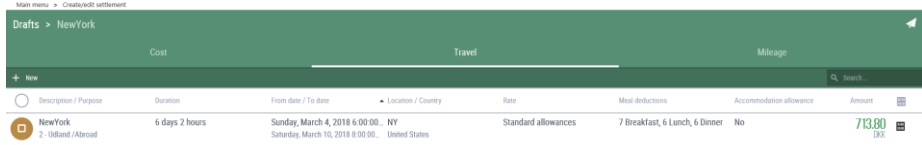


<p>Travel allowance rates</p>	<p>Based on agreement, select the relevant form of settlement for business trips. Hourly/daily allowance (standard allowance) is settled in accordance with the government's rates for Denmark and other countries. Percentage allowance is settled in accordance with the government's rates for Denmark and other countries. No allowance/personal is used if settlement in connection with your trip is based on documented expenses.</p>	<p>Travel allowance rates</p> <p>% Travel rates Based on the settlement type, one or more travel allowance rates are available. On one continuous travel, the public tax rules state that it is only possible to travel on one travel allowance rate.</p> <p>Available rates</p> <table border="1"> <thead> <tr> <th>Standard allowances</th> </tr> </thead> <tbody> <tr> <td>Percent allowances</td> </tr> <tr> <td>No allowances/personal</td> </tr> </tbody> </table> <p>Reduce travel allowance after 28 days By default, the travel allowance is reduced after 28 days. If more, or less days, should be reduced, every day can be edited later. <input checked="" type="checkbox"/></p>	Standard allowances	Percent allowances	No allowances/personal																																
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<p>Meal deductions</p>	<p>As a rule, the system expects that you have not paid for any meals yourself which means that these meals will be deducted from your allowance. If you have paid for one or more meals yourself, you can untick the relevant box(es), and you will receive the allowance in question.</p>	<p>Meal deductions Select the meals that shall be deducted from the meal allowance. This can be meals that is included at the hotel, meals you have been treated to, etc.</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Country and Date</th> <th>Breakfast (4 of 5)</th> <th>Lunch (4 of 5)</th> <th>Dinner (4 of 5)</th> </tr> </thead> <tbody> <tr> <td colspan="5">Denmark, a</td> </tr> <tr> <td>1^o</td> <td>Sun, Jun 24, 2018 8:00 AM - Mon, Jun 25, 2018 8:00 AM</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2^o</td> <td>Mon, Jun 25, 2018 8:00 AM - Tue, Jun 26, 2018 8:00 AM</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3^o</td> <td>Tue, Jun 26, 2018 8:00 AM - Wed, Jun 27, 2018 8:00 AM</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4^o</td> <td>Wed, Jun 27, 2018 8:00 AM - Thu, Jun 28, 2018 8:00 AM</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5^o</td> <td>Thu, Jun 28, 2018 8:00 AM - Thu, Jun 28, 2018 6:00 PM</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Day	Country and Date	Breakfast (4 of 5)	Lunch (4 of 5)	Dinner (4 of 5)	Denmark, a					1 ^o	Sun, Jun 24, 2018 8:00 AM - Mon, Jun 25, 2018 8:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2 ^o	Mon, Jun 25, 2018 8:00 AM - Tue, Jun 26, 2018 8:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3 ^o	Tue, Jun 26, 2018 8:00 AM - Wed, Jun 27, 2018 8:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4 ^o	Wed, Jun 27, 2018 8:00 AM - Thu, Jun 28, 2018 8:00 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 ^o	Thu, Jun 28, 2018 8:00 AM - Thu, Jun 28, 2018 6:00 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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<p>Undocumented accommodation allowance</p>	<p>If you have paid for accommodation yourself, you can apply for accommodation allowance. Click the swipe bar for on/off.</p>	<p>Accommodation allowance If you do not have a receipt or your expenses are not by your employer, you may apply for an accommodation allowance.</p> <p>I want an accommodation allowance Accommodation allowance for an overnight stay. <input type="checkbox"/></p>																																			

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Attachments	 Attachments Attach one or more documents to this travel to enhance the documentation of the travel. You can upload a new document or go to the attachment list to select existing documents already attached to the settlement. Add attachments <div style="display: flex; justify-content: space-around;"> Upload attachment Select from attachment list </div> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	
Save element	Click Save .	 or SAVE CANCEL
Additional elements	If other elements must be added to the settlement, you must go back and select either Cost , Travel or Mileage for this element.	
You have completed the settlement form.	When you have completed the settlement form and it contains all the relevant days of travel, expenses and mileage, the settlement form must be sent for verification. Click the small 'paper airplane' icon. In the next window, click Submit settlement .	
How to submit settlement forms, and details about the approval process	It is important that you send your completed settlement form to the verification team. Additional information is available in section 4.	

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4 List of drafts and how to submit the settlement form

<p>Actions</p> <p>List of settlements</p>	<p>Description</p> <p>The settlement forms you have created, but not yet submitted for verification are listed under Drafts.</p>	
<p>Select a settlement</p>	<p>The settlement forms which you have not yet submitted are listed under Drafts.</p> <p>If you click the expense or travel icon, you can see amounts etc on the right.</p> <p>Note: You can only see the details of one settlement form at a time.</p> <p>By clicking Drafts, you can open the settlement form and see the specific elements.</p> <p>Click Edit if you want to make changes to the settlement front page etc.</p>	
<p>See elements</p>	<p>Click the relevant settlement line to see meal deductions etc.</p>	
<p>Edit travel days</p>	<p>Click the round icon to see information about the individual days. Here you can also edit the information.</p>	
<p>Submit settlement</p>	<p>Click the 'paper airplane' icon to submit the settlement for verification.</p>	

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Actions	Description					
<p>Submit for verification</p>	<p>All completed settlement forms must be sent to the verification team in Travel Expense Accounts. Select To verification.</p>	<p> Settlement submit options Please select the options which will be used to submit this settlement to the workflow. You may find preselected or fixed options depending on the configuration.</p> <p>Send action</p> <table border="1" data-bbox="965 584 1401 674"> <tr> <td>To verification</td> </tr> <tr> <td>Verify and send to signing</td> </tr> <tr> <td>Verify and Sign on behalf of...</td> </tr> </table> <p>Verifier You may find preselected or fixed options depending on the configuration.</p> <p>Verifier</p> <table border="1" data-bbox="965 786 1401 815"> <tr> <td>Default verifier</td> </tr> </table> <p>Approver You may find preselected or fixed options depending on the configuration.</p>	To verification	Verify and send to signing	Verify and Sign on behalf of...	Default verifier
To verification						
Verify and send to signing						
Verify and Sign on behalf of...						
Default verifier						
<p>Submit settlement form</p> <p>Add comments if relevant</p>	<p>Click Submit settlement.</p> <p>If relevant, you can also include a comment to the verifier and/or approver.</p>	<p> Comment If you have any comments before submit this settlement to the flow, please specify it here</p> <p>Comment</p> <div data-bbox="933 1088 1407 1149" style="border: 1px solid #ccc; height: 27px; width: 297px;"></div> <p style="text-align: right;">SUBMIT SETTLEMENT CANCEL</p>				