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### 1 About this guideline

This guideline contains information about how to create or edit settlements regarding expenses (out-of-pocket expenses or credit card transactions) and/or mileage. The guideline also describes how to divide receipts/documentation between a number of people, location codes or projects ('sag').



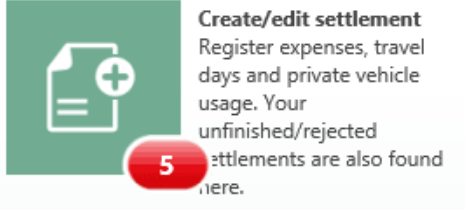
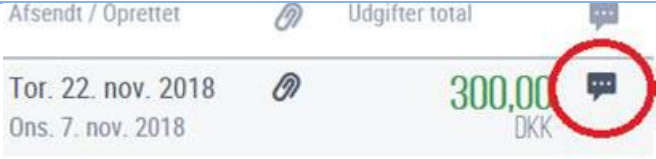
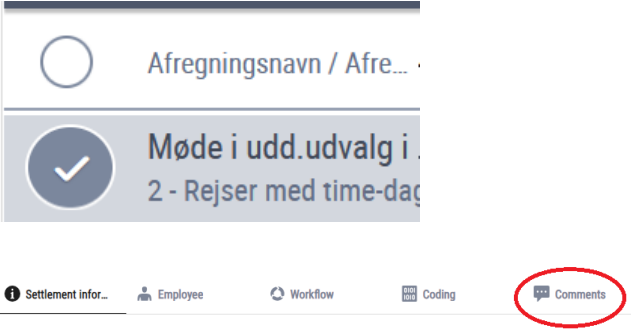
In order to create a settlement, two steps are required:

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). One settlement form may contain a number of settlement elements.

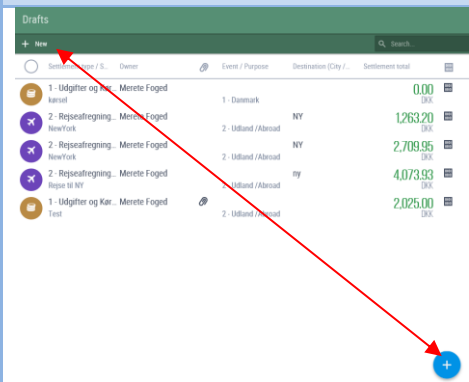
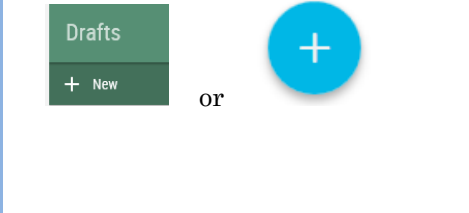
### 2 How to create a settlement front page

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## How to create/edit settlement forms regarding expenses and mileage

Actions	Description	
Log on to RejsUd	RejsUd is a module in the same system as IndFak, which is used for handling invoices. Link: <a href="https://IndFak2.dk">https://IndFak2.dk</a>	
Select RejsUd	Click the airplane icon on the left-hand side of the screen. The <b>main menu</b> will then be displayed.	
Create/edit	On the main menu, select <b>Create/edit settlement</b> .  The number in the red circle shows the number of drafts which you have not yet submitted.	
Returned settlement	You can find the comment on the settlement in two ways. By moving the mouse over the field in the red circle on your settlement.  Or you can click in the circle, and your settlement will be displayed on the right side of the screen, and you can see the comment in the comment field - by clicking on the line "Comments".	 

## How to create/edit settlement forms regarding expenses and mileage

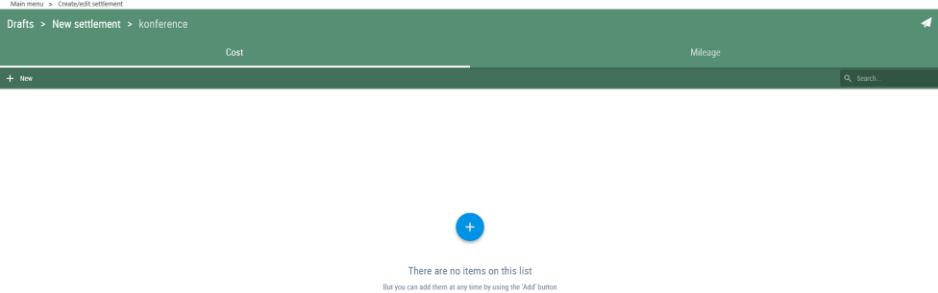
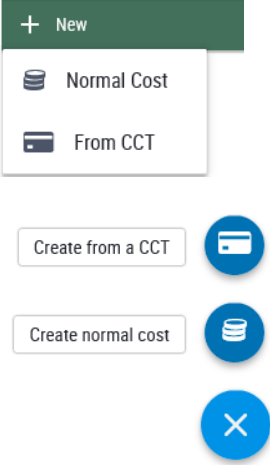
Actions	Description	
Drafts	The list shows the drafts you have created. Sort the columns by clicking the column header.	
Create settlement	Create a new settlement by clicking the button ' + New ' (on the top left) or the round, blue icon with a plus sign (in the bottom right-hand corner of the list).	
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 <b>Save</b> .	
General details  Settlement details	Write a <b>Settlement name</b> For example: <ul style="list-style-type: none"> <li>✓ Conference (+name of conference) in Berlin</li> <li>✓ Meeting (+ name of meeting and possibly project)</li> <li>✓ Train, bus etc. (+ why and what/ subject)</li> <li>✓ Rent / hotel in Berlin (+ why and what / subject)</li> </ul> <p>Select the settlement type.</p>	<p><b>1</b> General details Depending on the settlement type you may have to fill out additional details.</p> <p>Settlement details</p> <p><b>Settlement name *</b> Konference</p> <p><b>Settlement type *</b> 1 - Udgifter og Kørsel - Expenses/Driving</p> <p><b>Purpose *</b></p> <p><b>Settlement type *</b></p> <ul style="list-style-type: none"> <li>1 - Udgifter og Kørsel - Expenses/Driving</li> <li>2 - Rejseafregning - Travelling</li> <li>3 - Forskud - Advance payment</li> </ul>

## How to create/edit settlement forms regarding expenses and mileage

Actions	Description	
	<p>Select <b>Purpose</b>. Select the location/country where you paid for the expense in question.</p> <p>The <b>RejsUd location code</b> (stedkode) will be filled in automatically in accordance with the place of employment of the person travelling. The location code determines which group of approvers who will be asked to approve the settlement.</p> <p>In the field '<b>Sag</b>' (project number), you can either search for the relevant name/number for the expense or write it. If you click the <b>down arrow</b>, you can see any previous entries which you have made under 'Sag'.</p> <p>In the field '<b>Sagsopgave</b>' (activity number), you can search for the relevant name/number or write it directly in the field. The field '<b>Sagsopgave</b>' will not appear if the field '<b>Sag</b>' has not been filled in.</p> <p>When all fields have been filled in, the first part of the settlement form has been completed. Click <b>Save</b>. The <b>Save</b> button is available at the bottom or top left.</p>	<p><b>Purpose *</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #0056b3; color: white; margin: -1px -1px 1px -1px;">Køb/Rejser foretaget i DK/Expenses Denmark</p> <p style="margin: 1px -1px 1px -1px;">Køb/Rejser foretaget i Udland/Expenses abroad</p> </div> <p><b>RejsUd stedkode</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>9251 - AU Økonomi og Bygninger</p> </div> <p><b>Sag</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Search...</p> </div> <p><b>Sagsopgave *</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Search...</p> </div> <div style="background-color: #2e6b4e; color: white; padding: 10px; margin: 10px 0; display: flex; justify-content: space-around;"> <span>✓ Save</span> <span>✕ Cancel</span> </div> <p>or</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span style="color: #007bff; font-weight: bold;">SAVE</span> <span style="color: #007bff; font-weight: bold;">CANCEL</span> </div>

## How to create/edit settlement forms regarding expenses and mileage








### 3 How to create an expense settlement – incl. how to divide receipts/documentation between several people, location codes or projects ('sag')

Actions	Description	
Settlement elements (cost or mileage)	<p>When you have selected the settlement type <b>Udgifter og Kørsel - Expenses/Driving</b>, the window below will be displayed in which you must select either <b>Cost</b> or <b>Mileage</b>. A white line marks the selected tab.</p>	
Create element	<p>Create a new element by clicking the button '+ New' (on the top left) or the round, blue icon with a plus sign at the centre of the page. Settlement regarding cost has been selected. If any credit card transactions have not been settled, this box will be displayed before you get to the settlement window. Please choose between out-of-pocket expenses (Normal cost) or credit card transactions (From CCT).</p>	
Details regarding costs	<p>Cost <b>date</b>, cf. receipt/documentation.</p>	<p><b>i General details</b> Depending on the cost type you may have to f</p> <p><b>Date *</b> <input type="text" value="06/28/2018"/></p>







## How to create/edit settlement forms regarding expenses and mileage

Actions	Description	
	<p>Select <b>Cost type</b></p> <p>When you place the cursor on a specific cost type, a cost type description is displayed.</p> <p>Any additional information must be written in the <b>Description</b> field. For example: Taxi fare, bridge toll, train ticket or seat reservation.</p> <p>If the expense settlement is for a <b>credit card transaction</b>, the field will already be filled in with information about the transaction.</p>	<p><b>Cost type *</b></p> <div style="border: 1px solid blue; height: 20px; width: 100%;"></div> <p><b>This field is required</b></p> <p>Gavekort, gaver mv. / Gifts Cards, gifts etc Gaver - med moms / Gifts VAT Hotel Hotel - kvittering u. moms / Hotel receipt ex. VAT Husleje - ophold udland / Rent - stay abroad IT Software IT Udstyr / IT equipment IT udst. m. erhvervsmoms / IT equipment VAT Leje - leasing bil, øvrige / Rental - leasing car, Leje bil, gul plade / Hire car, yellow plate <b>Lukkes - Brændstof - tjenestebiler, rulleplader</b> <b>Lukke</b> Flybilletter købt ved CWT, færge- og togbilletter, broafgift, <b>Lukke</b> parkering og taxakørsel ved rejser. Bøder afholdes af den rejsende <b>Lukke</b> selv/Flights purchased at CWT, ferry and train tickets, bridge tax, <b>Lukke</b> parking and taxi travel when traveling. Fines are borne by <b>Private udgifter / Private expenses (company credit)</b> <b>Rejseudgifter / Travel Expenses</b></p> <p><b>Description *</b></p> <div style="border: 1px solid blue; height: 20px; width: 100%;"></div> <p><b>This field is required</b></p>
Means of payment	<p>Either 'Kontantudlæg' (out-of-pocket expenses) or 'SEB Eurocard' must be written in the field <b>Means of payment</b> depending on the type of expense. The field is filled in automatically.</p>	<p><b>Means of payment *</b></p> <div style="border: 1px solid blue; padding: 2px;">Kontantudlæg</div> <p><b>Means of payment *</b></p> <p>SEB Eurocard</p>
Attachments (for one expense settlement)	<p>Click <b>Upload attachment</b>.</p> <p>Click the folder on the left-hand side of the screen and find the receipt/document, you want to attach to the settlement in question. When you have attached the receipt/document, please add a description.</p>	

## How to create/edit settlement forms regarding expenses and mileage

Actions	Description													
<p>How to use the same attachments for more than one settlement.</p>	<p> <b>Attachments</b></p> <p>Depending on governmental rules and company policies it is mandatory to attach a receipt for documenting the cost. Here you can attach multiple receipts and accounting notes for documentation. You can upload a new document or go to the attachment list to select existing documents already attached to the settlement.</p> <p><b>Add attachments *</b></p> <div style="display: flex; justify-content: space-around;"> <span data-bbox="472 689 817 734">Upload attachment</span> <span data-bbox="863 689 1208 734">Select from attachment list</span> </div> <div style="border: 1px solid #ccc; height: 100px; margin: 10px 0;"></div> <p><b>Receipt reference</b></p> <input data-bbox="472 1059 1208 1104" type="text"/> <hr/> <p>If the same receipt/document is to be used for other expenses, you have to click <b>Select from attachment list</b>, highlight the receipt/document (by clicking in the circke) and click <b>Use</b>.</p> <div data-bbox="461 1308 960 1525" style="border: 1px solid #333; background-color: #f0f0f0; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #333;"> <span> Edit</span> <span> Delete</span> <span> Download</span> <span> Use</span> </div> <div style="padding: 5px 0;"> <div style="display: flex; align-items: center; border-bottom: 1px solid #333;"> <input data-bbox="488 1391 523 1429" type="radio"/> <span style="margin-left: 10px;">Filename / Description</span> </div> <div style="display: flex; align-items: center;"> <input checked="" data-bbox="480 1458 523 1518" type="radio"/> <div style="margin-left: 10px;">  Flight.pdf Flight                 </div> </div> </div> </div>													
<p>If the amount is to be divided between</p>	<p>If the expense settlement is for a <b>credit card transaction</b>, the relevant amount will already be in the field <b>Amount to allocate</b>.</p> <p>If the expense settlement does <b>not relate to a credit card transaction</b>, please enter the amount on the receipt in this field.</p> <p>If the expense settlement does not cover the full amount, because it</p>	<div data-bbox="951 1581 1406 1805" style="border: 1px solid #333; padding: 5px;"> <p> <b>Amount</b></p> <p>Specify how much of the available amount you would like to allocate to this cost. Any remaining amount will be kept available for allocating it later.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Local amount</b></td> <td style="width: 40%;"><b>Currency</b></td> </tr> <tr> <td>115.00</td> <td>DKK</td> </tr> <tr> <td colspan="2"><small>Available amount: 115.00 DKK</small></td> </tr> <tr> <td><b>Available amount *</b></td> <td><b>Currency</b></td> </tr> <tr> <td><input data-bbox="954 1760 1254 1783" type="text" value="50.00"/></td> <td>DKK</td> </tr> <tr> <td colspan="2"><small>Remaining: 65.00 DKK</small></td> </tr> </table> </div>	<b>Local amount</b>	<b>Currency</b>	115.00	DKK	<small>Available amount: 115.00 DKK</small>		<b>Available amount *</b>	<b>Currency</b>	<input data-bbox="954 1760 1254 1783" type="text" value="50.00"/>	DKK	<small>Remaining: 65.00 DKK</small>	
<b>Local amount</b>	<b>Currency</b>													
115.00	DKK													
<small>Available amount: 115.00 DKK</small>														
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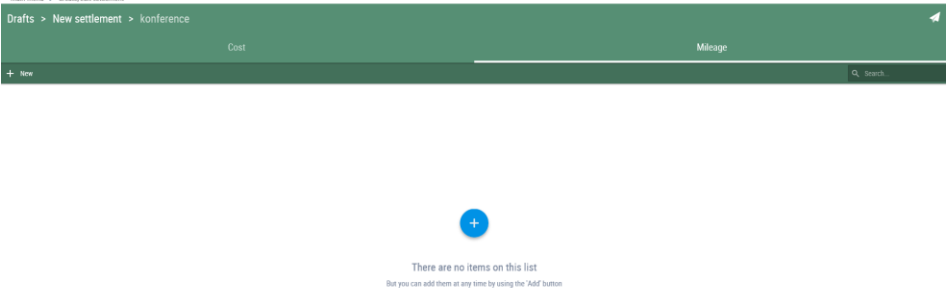


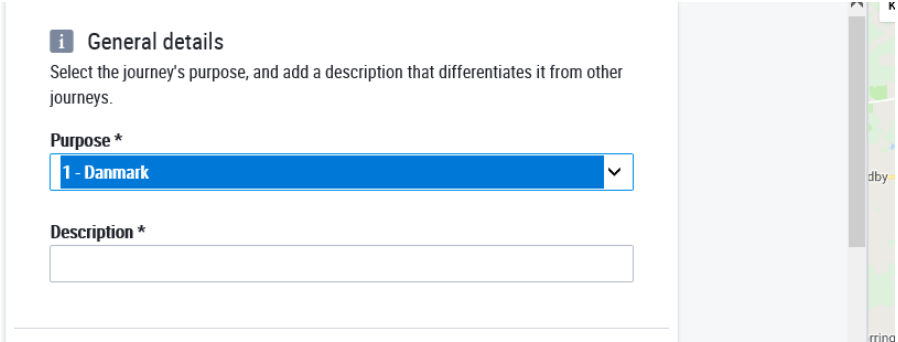
## How to create/edit settlement forms regarding expenses and mileage

Actions	Description	
different people, location codes or projects ('sag')	must be divided between different people, location codes or projects ('sag'), please write the relevant amount. If the expense settlement is for a credit card transaction, you will be asked to settle the remaining amount when you save the element, or you can create another settlement for the remaining amount and make the required changes regarding location code and 'sag' (project).	
Save element	Click <b>Save</b> .	 <p>Or</p> 
Create another element	If more expenses relate to the same settlement, you can click <b>New</b> or the <b>blue +</b>	 <p>or</p> 
Submit settlement	When you have completed the settlement form and it contains all the relevant expenses and mileage, the settlement form must be sent for verification. Click the small ' <b>paper airplane</b> ' icon on the top right. In the next window, click <b>Submit settlement</b> .	  
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 5.	



## How to create/edit settlement forms regarding expenses and mileage




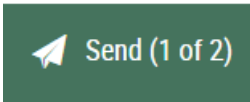

### 4 How to complete a settlement form regarding mileage

Actions	Description	
Settlement elements (cost or mileage)	<p>When you have selected the settlement type: <b>Udgifter og Kørsel - Expenses/Driving</b>, the window below will be displayed in which you must select either <b>Cost</b> or <b>Mileage</b>. A white line marks the selected tab.</p>	
Create settlement concerning mileage	<p>Create a new settlement form for mileage by clicking the button '+ New' (on the top left) or the round, blue icon with a plus sign at the centre of the page.</p>	 <p>Or</p> 
Purpose and description	<p>The contents of the Purpose field comes from the settlement front page, but can be changed if you visited more than one country during your trip.</p> <p>Provide details about your trip in the field <b>Description</b>.</p>	

## How to create/edit settlement forms regarding expenses and mileage

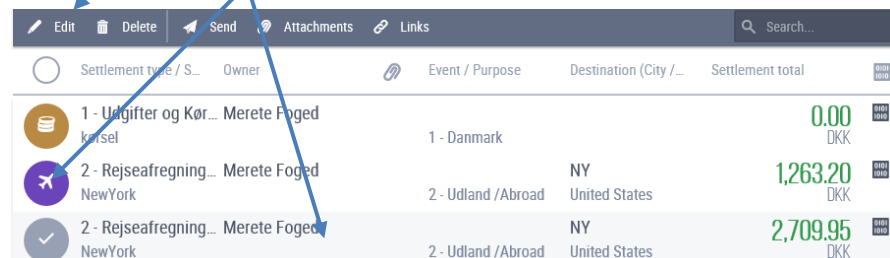

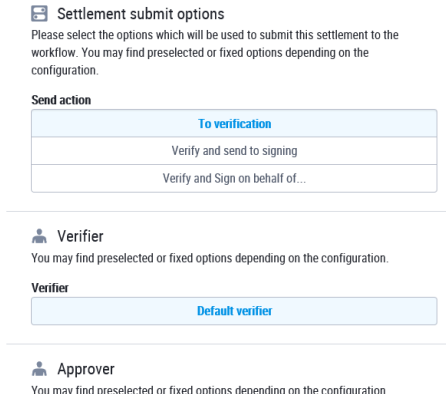
Actions	Description	
Details about the trip and <b>From / To</b>	<p>Enter the relevant dates.</p> <p>Write an address (street name, number and postal code) in the field <b>From location</b> or select an address from the list. The list contains Aarhus University addresses in Aarhus and other locations.</p> <p>Write an address (street name, number and postal code) in the field <b>To location</b>.</p>	<p><b>About the journey</b> Enter trip details, as from and to, date and kilometers. Enter kilometers manually, or get them from Google Maps.</p> <p>Departure date * 06/28/2018</p> <p>Arrival date (if different from depart... MM/DD/YYYY</p> <p>From location * [Address field]</p> <p>To location * [Address field]</p>
Calculation of kilometres	<p>You can write the relevant number of kilometres or ask Google to calculate the number of kilometres of your trip. Click the swipe bar for <b>on/off</b>.</p> <p>It is possible to indicate that it was a round trip. Click the swipe bar for <b>on/off</b>.</p> <p>If the trip included more kilometres than usual, an explanation must be written in the comment field.</p> <p>NOTE – be aware of when using Google, it also calculates km driving by ferry.</p>	<p><b>Get kilometers from Google Maps</b> Disclaimer: Ibistic cannot and does not guarantee that the distances provided from Google Maps are correct. It is your responsibility to make sure the distance is correct.</p> <p>Kilometers * 13.03</p> <p><b>It's a round trip</b> If checked, two mileage lines will be created for outward and return trips with the same amount of kilometers. Total Kilometers: 26.05 km</p> <p><b>Comment to trip (mandatory for detours)</b> [Text area]</p>
Vehicle, rate and registration number	<p>Select the type of vehicle and the rate.</p> <p>At Aarhus University, the low rate ('Lav sats....') is used, unless a specific high-rate driving authorisation exists.</p> <p>Enter the <b>Registration number</b>.</p>	<p><b>About the vehicle</b> You must own the vehicle you used for the journey to get mileage allowance. Specify vehicle and corresponding rate for the vehicle you used.</p> <p>Vehicle type Bil/motorcykel   Knallert/cykel</p> <p>Rate type Lav sats (og/eller over 20.000 km)</p> <p>Registration Number * AB12345</p>

How to create/edit settlement forms regarding expenses and mileage


Actions	Description	
Attachments	Attach any high-rate driving authorisation.	
Save element	Click <b>Save</b> .	 Or  
Submit settlement	<p>When you have completed the settlement form and it contains all the relevant expenses and mileage, the settlement form must be sent for verification. Click the small '<b>paper airplane</b>' icon on the top right.</p> <p>In the next window, click <b>Submit settlement</b>.</p>	 
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 5.	

## How to create/edit settlement forms regarding expenses and mileage

### 5 List of drafts and how to submit the settlement form

Actions	Description	
List of settlements	The settlement forms you have created, but not yet submitted for verification are listed under <b>Drafts</b> .	
Select a settlement	<p>The settlement forms which you have not yet submitted are listed under <b>Drafts</b>.</p> <p>If you click the <b>expense or travel icon</b>, you can see amounts etc on the right. Note: You can only see the details of one settlement form at a time. By clicking <b>Drafts</b>, you can open the settlement form and see the specific elements.</p> <p>Click <b>Edit</b> if you want to make changes to the settlement front page etc.</p> 	
Submit settlement	Click the 'paper airplane' icon to submit the settlement form for verification.	
	<p>All completed settlement forms must be sent to the verification team in Travel Expense Accounts. Select <b>To verification</b>.</p> <p>No other information is required here.</p>	

## How to create/edit settlement forms regarding expenses and mileage

Actions	Description	
Submit settlement	Click <b>Submit settlement</b> .	<p> <b>Comment</b></p> <p>If you have any comments before submit this settlement to the flow, please specify it here</p>
Add comments if relevant	If relevant, you can also include a comment to the verifier and/or approver.	<p><b>Comment</b></p> <div data-bbox="938 566 1409 622" style="border: 1px solid #ccc; padding: 5px; min-height: 25px;"> <input type="text"/> </div> <hr/> <p style="text-align: right;"> <a href="#">SUBMIT SETTLEMENT</a>   <a href="#">CANCEL</a> </p>