

HOW TO USE A SMARTPHONE TO CREATE AND COMPLETE SETTLEMENTS IN REJSUD

In this guide, you can find information about how you can use your smartphone to create and complete settlement forms in RejsUd which cover days of travel, costs and mileage.

How to log on to the system

IndFak users must log in as usual

RejsUd is a module in the same system as **IndFak**.

Log on by clicking the link
<https://indfak2.dk/>

IndFak users must log in as usual.

Write your username (your technical email address, see below):
AUxxxxxx@uni.au.dk

Replace xxxxxx with your unique AU ID number.
For example: AU404174@uni.au.dk

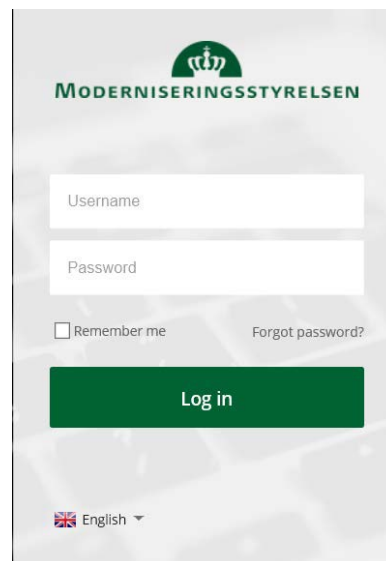
Password =

Please note, a strong password must contain:

- ✓ at least eight characters
- ✓ both upper-case and lower-case letters
- ✓ at least one number
- ✓ at least one symbol such as:
!"#\$%&'()*=

It is possible to work in RejsUd with your smartphone in either the horizontal or vertical position. Turn your smartphone to the horizontal position for landscape mode.

 <https://indfak2.dk/>



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How to create a shortcut (it is easy but optional 😊)

The smartphone version of RejsUd cannot be accessed via an app,

but it is easy to create a shortcut for quick access to the RejsUd login screen.

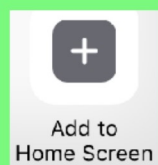
You can skip this part, if you do not want a shortcut on your smartphone.

Create the shortcut from the login screen by clicking the icon at the bottom of your screen (the icon in the middle, see screenshot ->)

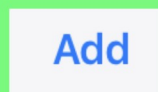


A pop-up window is displayed with more options ->

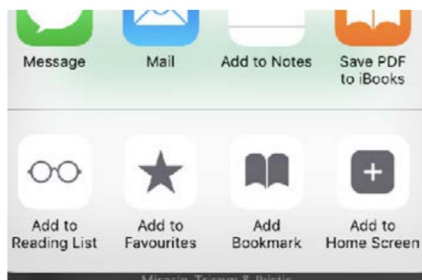
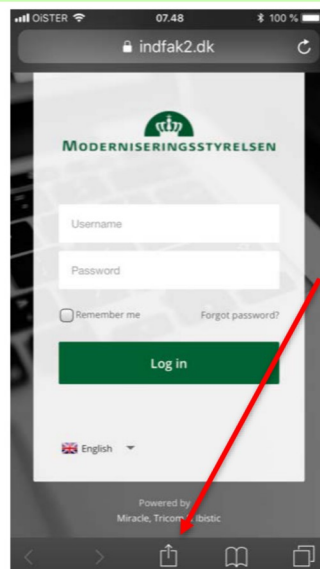
Click 'Add to Home Screen'.



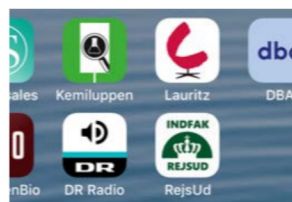
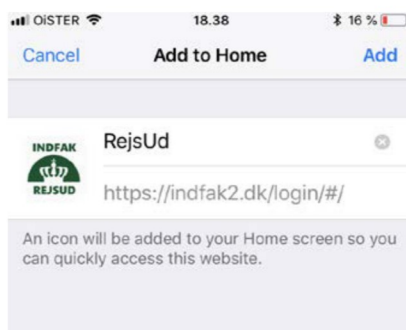
Then click 'Add' to add the shortcut to your smartphone ->



You can now find your new shortcut next to all the other apps on your smartphone ->



Cancel



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Select RejsUd

From the Dashboard, select **RejsUd** by clicking the icon.
The windows and menus are the same as in the web version of the system.

With a few exceptions, you work in the same way with RejsUd on your smartphone as on your PC.



How to create/edit a settlement

On the *main menu*, select *Create/edit settlement* by clicking the icon.

For a mobile optimised version of RejsUd, please click the rocket icon →

Travel and expense settlements



Create/edit settlement

Register expenses, travel days and private vehicle usage. Your unfinished/rejected settlements are also found here.

Main menu > Create/edit settlement

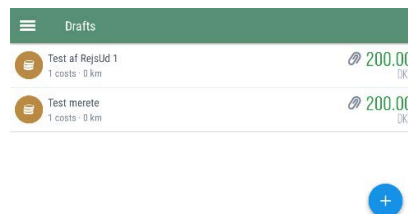


Click to launch the mobile app in a new window.

Drafts

You have now accessed RejsUd and can see all your *drafts* (if you have any drafts) which have not been completed.

When you first log in to the system, this list will of course be empty.



Create settlement

Create a new settlement by clicking the icon in the bottom right-hand corner of the screen.



General details

When you create a new settlement form, you must fill in all the fields marked *

Select the *Settlement type* for the settlement in question.

Settlement type *

2 - Rejseafregning - Travelling



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	<p>Select <i>Purpose</i> depending on the nature of your trip.</p> <p>Write a <i>Settlement name</i>.</p> <p>Save and continue by clicking the check mark in the top right-hand corner.</p>	<div> New settlement </div> <div> General details Depending on the settlement type you may have to fill out additional details. </div> <div> Settlement details <div> Settlement name * <input type="text" value="RejsUd"/> </div> <div> Settlement type * <input type="text" value="1 - Udgifter og Kørsel - Expenses/Driving"/> </div> <div> Purpose * <input type="text" value="1 - Danmark"/> </div> <div> </div> </div>
Travel details	<p>If you have selected the <i>Settlement type</i> regarding travelling, please enter the relevant <i>travel details</i>.</p> <p>If you have selected another settlement type, the travel details window will not be displayed, and you can go directly to <i>Accounting</i>.</p>	<div> New settlement </div> <div> Travel details When and where are you travelling </div> <div> Travel Dates <div> Departure * <input type="text" value="08/01/2018"/> </div> <div> Arrival * <input type="text" value="08/07/2018"/> </div> <div> Departure place <div> Country * <input type="text" value="Denmark"/> </div> </div> </div>

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Accounting

Under *Accounting*, one or more fields may already have been filled in. Some of these entries may be locked and cannot be changed, others may contain information which can be changed if necessary.

All fields marked * must be filled in.

When you write some of the text or number in the field, you can search by clicking the down arrow.

The fields 'Sag' and 'Sagsopgave' correspond to the project and activity fields in AURUS.

Save by clicking



in the top right-hand corner.

Accounting

Available dimensions and values depend on your setup, site setup and travel rules.

RejsUd stedkode

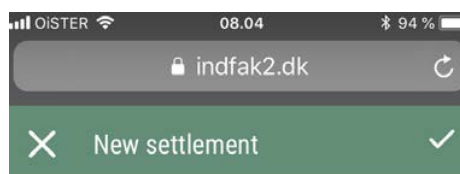
9251 - AU Økonomi og Bygninger

Sag

20350 - Økonomi og Bygninger bevillingsstyring

Sagsopgave *

93711 - Tillægsbevilling, midlertidig



City or Town *

Settlement elements

Based on the settlement type, you have chosen, you can select to add information about Cost, Travel or Mileage.

If you have chosen a settlement type which provides more options, please select the option relevant to the settlement in question.

Click the round, blue icon to create a new entry.



There are no items on this list

But you can add them at any time by using the 'Add' button



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Cost

Under Cost, you can register costs manually or you can settle credit card transactions.

If unsettled transactions exist in the system, you will see the following two options under Cost:

You can either settle *credit card transactions* by clicking the 'Create from CCT' icon, or you can *register costs manually* by clicking the icon 'Create normal cost'.

If you want to settle a transaction, please select the transaction in question from the list.

If no unsettled transactions exist in the system, you will go directly to the 'Create normal cost' window.

Complete the Date field and select the relevant cost type.

Attach the relevant documentation, and remember that you can use the phone's camera to take a picture of your receipt - →



New cost

General details
Depending on the cost type you may have to fill out additional details.

Date
[Date picker icon]

Cost type *
Rejseudgifter / Travel Expenses

Purpose *
2 - Udland / Abroad

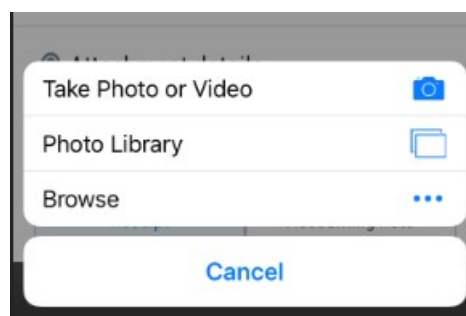
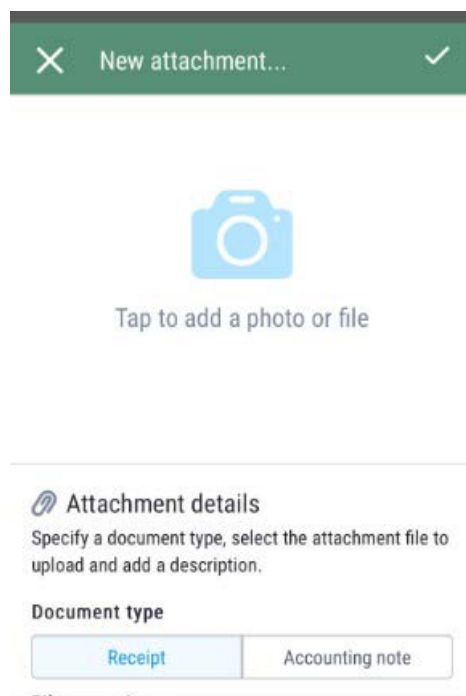
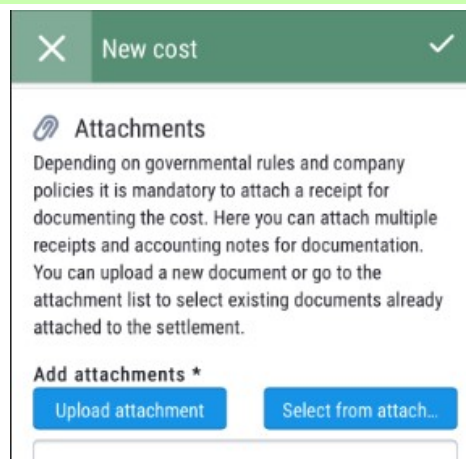
Description *
Train

Means of payment *

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Attach the relevant documentation by clicking Upload attachment.

Click the camera icon to attach your documentation for the cost in question ->.



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Choose whether you want to use the camera to take a photo or add a photo from your photo library -->

Here, I have chosen to use the camera and have taken a photo of my receipt -->

Please use a dark background for the receipt to get the best result.

Now, you can crop the photo and adjust the contrast before you attach the photo by clicking the check mark in the bottom right-hand corner -->

Enter the relevant amount.

When you have entered all the relevant information, save the information by clicking the check mark in the top right-hand corner -->



×
New cost
✓

Amount

Specify the total amount of the cost. Local currency is preselected by default and a converted amount is provided if needed.

Amount *

240

Currency *

DKK ×

Accounting

Available dimensions and values depend on your setup, site setup and travel rules.

RejsUd stedkode

9251 - AU Økonomi og Bygninger ×

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Travel

Select *Travel* in the menu bar.

Add *General details* about:

Duration → *Time of departure* and *Time of arrival*

Destination → *Country* and *City or Town*

Description → *Purpose* and *Description*

Select *Travel rates* →

If relevant, select *Meal deductions* →

If the field is light blue, it means that your hourly/daily allowance will be reduced, because you have received a free meal. The choices you make here will be copied to all days of travel. It is possible to make changes to the individual days of travel afterwards.

Select *Undocumented accommodation allowance*, if you have not stayed in a hotel, but stayed, for example, at a friend's house. The choice you make here will be copied to all days of travel. It is possible to make changes to the individual days of travel afterwards. See below in this guide.

The information under Accounting is added automatically. You can change the information regarding the individual days of travel afterwards.



% 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.

Available rates

Standard allowances
Percent allowances
No allowances/personal

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.



-|| 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.

Meals

Breakfast
Lunch
Dinner

🏠 Accommodation allowance

If you do not have a receipt or your expenses are not by your employer, you may ask for an accommodation allowance.

I want an accommodation allowance

Accommodation allowance for an overnight stay.



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When all the required information mentioned above has been added, please press the check mark in the top right-hand corner.

The relevant days of travel will now be created. You can select the icon for each individual day of travel and add or edit information about meals, accommodation and accounts by clicking the icon in the top right-hand corner.

Add or edit information concerning the individual days of travel and return to the overall settlement form by clicking the arrow in the top left-hand corner.



Mileage

Select Mileage when you have used your own car for work-related driving.

Add *General details* about the trip.
Purpose and *Description* ->

New mileage...

General details
Select the journey's purpose, and add a description that differentiates it from other journeys.

Purpose *
2 - Udland /Abroad

Description *
Billund airport

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Then add *details about the trip*:


Departure date


From
To

Select *Get kilometres from Google Maps* if you want Google to calculate the number of kilometres automatically.


Select *It's a round trip* if you want the calculation to include the trip back as well.


New mileage...



About the journey
Enter trip details, as from and to, date and kilometers.
Enter kilometers manually, or get them from Google Maps.


Departure date *
08/05/2018


Arrival date (if different from departure)




From location *
Aarhus Universitet, Nordre Ringgade 1, 8000, ...

To location *
Billund

Get kilometers from Google Maps 
Disclaimer: Ibistic cannot and does not

Kilometers *

It's a round trip 
If checked, two mileage lines will be created for outward and return trips with the same amount of kilometers.
Total Kilometers: 199.77 km

Comment to trip (mandatory for detours)

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Add information *About the vehicle*.
Select *Vehicle type*.

If you have a high-rate driving authorisation, you can choose between 'høj sats' (high rate) or 'lav sats' (low rate). 'Høj sats' may only be used if the trip is covered by the high-rate driving authorisation.

The field *Registration number* must be filled in, if you have not added this information under *My profile*.

The information under Accounting is added automatically.


Click the check mark in the top right-hand corner to complete the registration concerning vehicle usage/mileage.

About the vehicle

You must own the vehicle you used for the journey to get mileage allowance. Specify vehicle and corresponding rate for the vehicle you used.

Vehicle type

 Bil/motorcykel

 Knallert/cykel

Rate type

Lav sats (og/eller over 20.000 km)

Registration Number *

AB 12345



Attachments

Attach one or more documents to this trip to enhance



Submit settlement for verification

When the settlement contains all the relevant information, please click the paper airplane icon in the top right-hand corner to submit the settlement for verification.

If you click the icon again, you can see the selected options which will apply when you submit the settlement by clicking the check mark in the top right-hand corner -->

Submit the settlement by clicking the check mark in the top right-hand corner ->



Submit options

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.

Send action

To verification

Verify and send to signing

Verify and Sign on behalf of...

Verifier

You may find preselected or fixed options depending on the configuration.

Verifier

Default verifier

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Your will then return to the list of drafts -
→

If you want to return to the main menu,
please click the icon in the top left-hand
corner -->

Click Close -->


Click the rocket icon again

Drafts

	Test af RejsUd 1 1 costs · 0 km	 200.00 DKK
	Test merete 1 costs · 0 km	 200.00 DKK

Merete Foged

28026 AU - FA

 Close