REJSUD - SETTLING EXPENSES IN FOUR STEPS

Tips
Scan all attachments (documents and receipts regarding your expenses) before starting the reimbursement. The system will not save your registrations until you reach step 3.
Two kinds of warnings can appear. Red warnings need to be handled to close down the reimbursement, black warnings could be nice if handled.

Log into the system
On the front page on the UCPH intranet under “My access”, you can access RejsUd. Alternatively, please use the link: https://381.rejsud.oes.dk

The first time you log into the system it will be in Danish.
Bruger-ID (User ID): UCPH username
Adgangsord (Password): sent by e-mail. Have to be changed the first time you log on
Institution (Company): select Københavns Universitet

Change the system language to English
Click at ‘Indstillinger (incl. language choice)’. Use the drop down - ‘Sprogvalg’ and choose English (US). Click ‘Anvend’.

Log of the system and log in again. The system has now changed to English field names.
Create expense account
Click ‘Create new’

Step 1
Select either a Rejseafregning i.e. travel reimbursement (for trips lasting more than 24 hours and including an overnight stay) or Udgiftsafregning i.e. an expense reimbursement (for travel activities lasting less than 24 hours or expenses not connected to travelling).

The example in this guide is an expense reimbursement (Udgiftsafregning). Then click ’Next’.

Step 2
Using ‘Subject’ and ‘Explanation’ state the purpose for the expense – this could be travelling related to a meeting/conference, buying a book etc. – and enter an explanation, such as what project it concerns.

Please click ’Edit’ and enter “Items” information (Account string), i.e. where the expense belongs.

Fill in ’Afregningtype’ (Financial entry), ’Sted’ (Unit code) and ’Alias’ (Alias). (The name of the Alias equals the name of the case/project, and object is the same as case/project number). Use the magnifying glass when searching for the first time for ’Sted’ (Unit code) and ’Alias’ (Alias).

In the ‘Items’ field, search for the unit code, i.e. a number. You can search for part of the number. In the ‘Name’ field, write part of the name or the complete name. Lists of favorites are created based on your selection.

Fill in “KU Specifikation” if relevant for your activities.
Then, please click 'Save and continue'. Back in step 2 ‘New udgiftsafregning 2/4’, please click 'Next'.

Step 3

There are seven tabs in the bottom of the screen:

1. Vehicle usages: Please enter here if the expense is transportation in your own car e.g. driving to the airport. Click “New vehicle usages” and make a note of the driving information.
2. Expenses: If a payment card with company liability has been used for the expense, please click 'Select purchase transaction’. Expenses not pertaining to credit cards with company liability can be entered using 'New expense'.
3. Attachments: Scan and attach documents in the form of receipts for buying with credit card and receipts for cash expenses. More than one document is allowed per attachment.
4. Comments: Insert comments regarding the expense reimbursement.
5. Reimbursables: Provides an overview of the settled amount.
6. Posting: Provides an overview of the technical account strings.
7. History: The history of the expense reimbursement and the flow from the payer of the expense to the approver.

Please click 'Next'.
Step 4

In step 4, please ensure that the correct Employee Approver is listed. Instead of an approver group you should choose an approver by name. Click ‘Edit’ to choose the right approver and then remove the approver group. Then click ‘Complete - Send’.

The expense reimbursement is now complete and submitted for inspection and approval.

You can follow the status on the report by clicking ’My Tasks’ or ’Search’ in the left menu.