Tips
Scan all attachments (documents and receipts regarding your trip) 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 on to the system
On the front page of the UCPH intranet, under “My access”, you can access RejsUd. Alternately, please use the link: [https://381.rejsud.oes.dk](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 in
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’

Trips booked through Carlson Wagonlit Travel, hereafter CWT
Having booked your trip through CWT, there will be a draft for the travel reimbursement ready for you under 'My tasks' when you are logged into the system. Select the 'document' you want to work on.

A travel reimbursement normally consists of four steps.

Attention! When you have booked via CWT, you will go directly to step 3.

The time of travel, destination and others fields will already be filled in. Please check if the information is correct. If not, please change it.
Please click on “Edit” 1 , fill in 'Travel purpose’, “Subject” and then fill in 'Explanation’ – e.g. who has preapproved the trip.

Please click ‘Edit’ 2 and enter information concerning “Items” (account string), i.e. where the expense belongs.

Fill in ’Afregningstype’ (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). Please use the magnifying glass when searching for the first time. In the ‘Item’ 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’.
There are eight tabs in the bottom of the screen:

1. Travel days: During travel days selfpaid meals need to be recorded. The system is set up for included meals on all days except breakfast the first day.

2. Vehicle usages: Please make a note of all driving related to the trip such as driving in your own car to the airport. Click ’New vehicle usages’ and make a note of the driving information.

3. Expenses: If a payment card with company liability has been used for any expenses, please click ’Select purchase transaction’, you could use ’Show all’ and select the trip-related transactions. Transactions not appearing may be settled afterwards as expenses, even though they are not included in the travel reimbursement. Expenses not pertaining to credit cards with company liability can be entered using ’New expense’.

4. 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.

5. Comments: Insert comments for the travel reimbursement.

6. Reimbursables: Provides an overview of the settled amount.

7. Posting: Provides an overview of the technical account strings.

8. History: The history of the travel reimbursement and the flow from the traveler 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.