

## ADVANCES – checklist

- Find instructions for Expense here: [Expense systemvejledninger - Aalborg Universitet \(aau.dk\)](#).
- It is possible to apply for an advance 14 days before departure. This applies to hotels, diets etc., which must only be paid when the journey has begun.  
If an expense is paid before 14 days before departure (e.g. conference fee, you can of course always make an advance on this – the 14-day rule does not apply here).
- Advance amount, stated in DKK – Danish kroner.
- Under purpose, only the cost center from which the expense must later be paid must be indicated.
- Advance type – here select “Travel” og “Other”.
- Date of departure.
- Return date.
- Attach a receipt to document the expense.
- Purpose/comment: make a brief description of the connection in which the advance will later be linked to.