

## DISBURSEMENTS – checklist

- Find instructions for Expense here: [Expense systemvejledninger - Aalborg Universitet \(aau.dk\)](#).
- Purpose/settlement name.
- The date of the expense.
- You must choose whether the expense is “Domestic” or “Foreign”, under “Template”.
- Nature of the expense.
- Amount of the expense (currency).
- If a currency other than DKK, decide whether you want to use the exchange rate from your bank (attach here receipt from the bank, where the exchange rate calculation appears).
- Remember to deduct the deposit for drinks.
- Remember all receipts (the receipt date is always the date on which you pay the expense).
- Apply correct posting for each individual attachment
  - If you are in doubt about the posting, contact [okenomi@bio.aau.dk](mailto:okenomi@bio.aau.dk).