

TRAVEL – checklist

- Find instructions for Expense here: [Expense systemvejledninger - Aalborg Universitet \(aau.dk\)](https://www.aau.dk/da/om-aalborg-universitet/for-ansatte/for-ansatte-og-undervisningsstuderende/for-ansatte/for-ansatte-og-undervisningsstuderende/expense-systemvejledning).
- Departure date and time.
- Return date and time.
- Place of departure.
- Destination (country/city).
- Purpose/settlement name (must not be the travel name).
- If the journey has been interrupted or extended for private reasons, this must be clearly stated on the expense.
- Card transactions (flight tickets, service fees, credit card payments).
- Amount of the expense (currency).
- If a currency other than DKK, decide whether you want to use the exchange rate from the system or whether you want to use the exchange rate from your bank (attach here receipt from the bank, where the exchange rate calculation appears).
- Remember all receipts (the receipt date is always the date on which you pay the expense).
- Driving in your own car (driving cannot be paid out when borrowing someone else's car).
- Driving – remember to deduct km between home and work. Does not apply if you drive from home on a public holiday/weekend or have traveled this distance earlier in the day.
- If the journey is less than 24 hours, you must remember to save and attach receipts for expenses for food/drinks (bottle deposit must be deducted).
- If the journey is longer than 24 hours, you can be paid per diems, where paid meals are deducted (e.g.: breakfast at the hotel).
- Undocumented night supplement (this is if you stay overnight privately).
- When booking flights outside CWT (remember to attach the boarding pass).
- Local transport is not covered, as it is included in the diets under small necessities (e.g.: between hotel and course location).
- Hotel must be paid privately and must not be paid via EAN no.
 - If you have had breakfast at the hotel, then the hotel expense must be divided into 2 if it appears on the invoice:
 - Hotel/room – for accommodation
 - Hotel/restaurant – for breakfast
- For trips more than 7 days, a budget must be prepared that is approved before departure
- If a single travel expense exceeds DKK 10,000, an approval of the expense from the nearest administrative manager must be attached (e.g. via email).
- If you make payments for others you are travelling with, you must remember to write their full name, affiliation and refer to their settlement with travel ID.
- If you have used one of the Institute's travel cards, you must remember to write it as a comment.
- If some of the expenses are paid by external parties (flight, hotel), then this may be added as a comment on the travel invoice.

- Apply correct posting for each individual attachment
 - If you are in doubt about the posting, contact okenomi@bio.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.