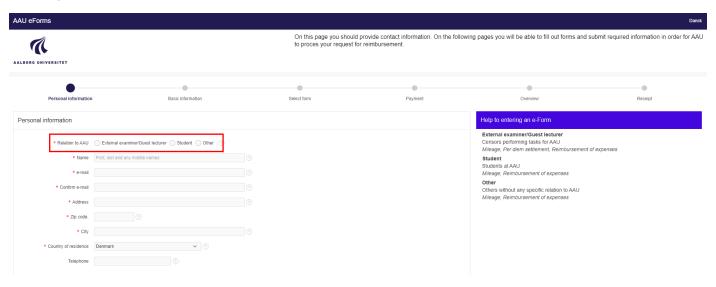
Welcome to AAU eForms - Guide for English speaking guests

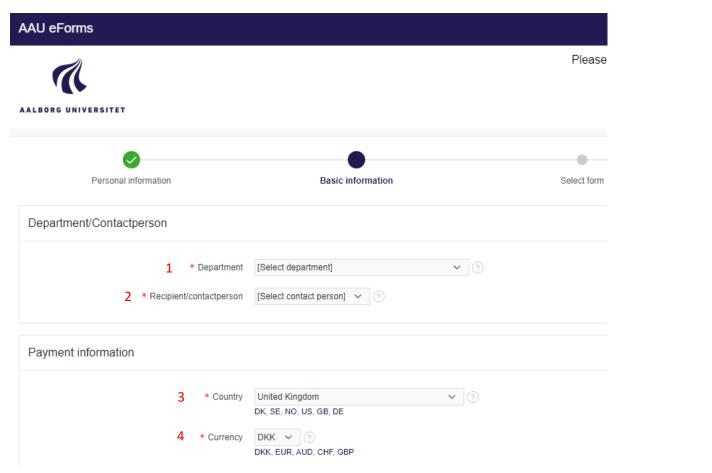
Always choose Google Chrome or Mozilla Firefox to access https://eforms.aau.dk and choose English version in the upper right corner

Personal information

Choose your relation to AAU

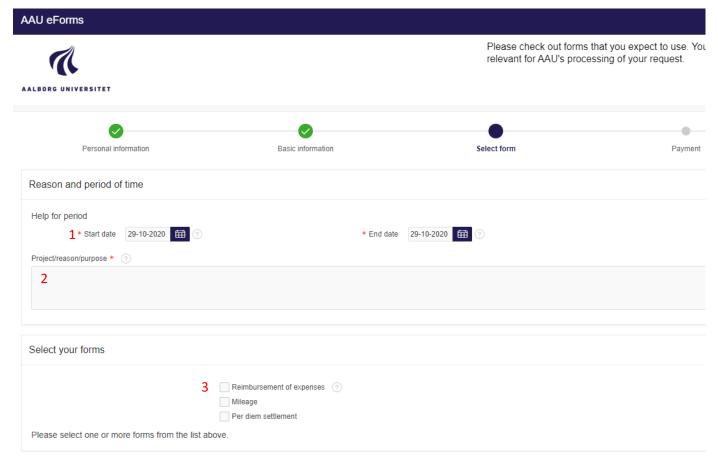


- 1) Choose the Department your AAU contact informed you
- 2) Choose the Recipient/contactperson your AAU contact informed you
- 3) Choose the country of your bank
- 4) Choose the reimbursement currency (if you have a Danish NEMkonto always chose DKK)

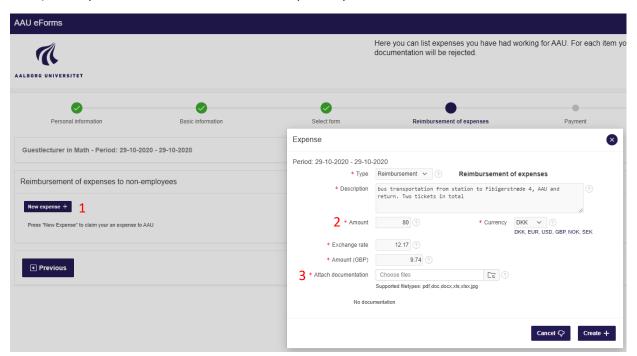


Select Form

- 1) Write the date of expense
- 2) Write the reason for expense
- 3) Select one or more forms



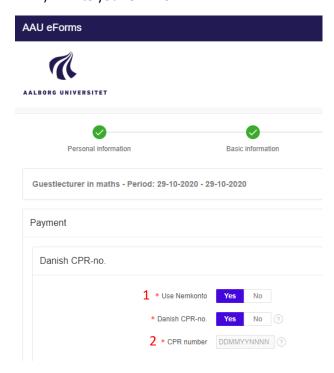
- 1) Create one expense per type of expense, and give a good description of reason and purpose for example "bus transportation from station to Fibigerstræde 4, AAU and return. Two tickets in total"
- 2) Write the expense in the original currency. If you paid in DKK type the expense in DKK. The system will use the official daily exchange rate when reimbursing you in your chosen reimbursement currency. If you write another exchange rate you always have to attach documentation for that exchange rate
- 3) Always attach documentation for the expenses you wish to have reimbursement



Payment

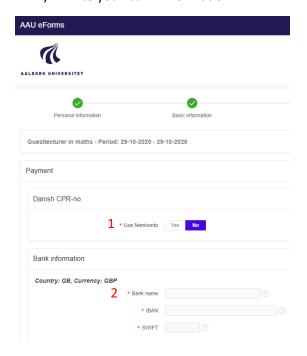
If you have a Danish CPR-no.

- 1) Choose Yes at "Use Nemkonto" and "Danish CPR-no."
- 2) Write your CPR-no.



If you do not have a Danish CPR-no.

- 1) Choose No in "Use Nemkonto"
- 2) Write your bank information



Statement/approval

If you can approve the eForm statement, choose Yes and Submit



Copy of your eForm submission

A copy of your eForm submission will be sent to the email address that you wrote under Personal information.