

Welcome to AAU eForms – Guide for English speaking guests

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

Personal information

Choose your relation to AAU

AAU eForms Dansk

On this page you should provide contact information. On the following pages you will be able to fill out forms and submit required information in order for AAU to process your request for reimbursement.

Personal information

Relation to AAU External examiner/Guest lecturer Student Other

* Name (First, last and any middle names) ?

* e-mail ?

* Confirm e-mail ?

* Address ?

* Zip code ?

* City ?

* Country of residence Denmark ?

Telephone ?

Help to entering an e-Form

External examiner/Guest lecturer
Censors performing tasks for AAU
Mileage, Per diem settlement, Reimbursement of expenses

Student
Students at AAU
Mileage, Reimbursement of expenses

Other
Others without any specific relation to AAU
Mileage, Reimbursement of expenses

- 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)

AAU eForms Please

Basic information

Department/Contactperson

1 * Department [Select department] ?

2 * Recipient/contactperson [Select contact person] ?

Payment information


3 * Country United Kingdom ?
DK, SE, NO, US, GB, DE

4 * Currency DKK ?
DKK, EUR, AUD, CHF, GBP

Select Form

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

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Please check out forms that you expect to use. You relevant for AAU's processing of your request.

Personal information ✓ Basic information ✓ **Select form** ● Payment ●

Reason and period of time

Help for period

1 * Start date ? * End date ?

Project/reason/purpose * ?

2


Select your forms

3 Reimbursement of expenses ?
 Mileage
 Per diem settlement

Please select one or more forms from the list above.

- 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

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Here you can list expenses you have had working for AAU. For each item you documentation will be rejected.

Personal information ✓ Basic information ✓ Select form ✓ **Reimbursement of expenses** ● Payment ●

Guestlecturer in Math - Period: 29-10-2020 - 29-10-2020

Reimbursement of expenses to non-employees

New expense + 1

Press "New Expense" to claim your an expense to AAU

Previous

Expense

Period: 29-10-2020 - 29-10-2020

* Type **Reimbursement of expenses**

* Description ?

2 * Amount ? * Currency ?
DKK, EUR, USD, GBR, NOK, SEK

* Exchange rate ?

* Amount (GBP) ?

3 * Attach documentation ?
Supported filetypes: pdf, doc, docx, xls, xlsx, jpg

No documentation


Cancel Create +

Payment

If you have a Danish CPR-no.

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

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Personal information ✓ Basic information ✓

Guestlecturer in maths - Period: 29-10-2020 - 29-10-2020

Payment

Danish CPR-no.

1 * Use Nemkonto Yes No


* Danish CPR-no. Yes No ?

2 * CPR number ?

If you do not have a Danish CPR-no.

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

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Personal information ✓ Basic information ✓

Guestlecturer in maths - Period: 29-10-2020 - 29-10-2020

Payment

Danish CPR-no.

1 * Use Nemkonto Yes No

Bank information

Country: GB, Currency: GBP

2 * Bank name ?

* IBAN ?

* SWIFT ?

Statement/approval

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

Statement

I declare that my eForm submission is correct. By pressing "Send", the entered information is transmitted to AAU. A copy of this is sent to your email address (. . . @hotmail.com). After sending the eForm, it is not longer possible to change the information.

* I agree Yes No

[◀ Previous](#) [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.