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Select Form

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

AAU eForms				
AALBORG UNIVERSITET			Please check out forms relevant for AAU's proce	that you expect to use. You ssing of your request.
Personal information	Basic information	1	Select form	Payment
Reason and period of time				
Help for period 1 * Start date 29-10-2020 7 Project/reason/purpose * ?		* End date 29-10-2020 🛱		
2				
Select your forms				
3 Please select one or more forms from the list abo	Reimbursement of expenses ③ Mileage Per diem settlement ove.			

- 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

AAU eForms					
AALBORG UNIVERSITET			Here you can list expenses you have had documentation will be rejected.	working for AAU. For each item yo	
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Personal information	Basic information	Select form	Reimbursement of expenses	Payment	
Guestlecturer in Math - Period: 29-10-2020 - 29-10-2020		Expense		8	
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		* Description	bus transportation from station to Fibigerst return. Two tickets in total	ræde 4, AAU and 📀	
Press "New Expense" to claim your an expense to	AAU	2 * Amount	80 ? Currency	DKK V 7 DKK, EUR, USD, GBP, NOK, SEK	
		* Exchange rate	12.17 🤄		
		* Amount (GBP)	9.74 🧭		
Previous		3 * Attach documentation	Choose files		
		-	Supported filetypes: pdf,doc,docx,xls,xlsx,jpg		
		No docu	No documentation		
				Cancel Q Create +	

Payment

If you have a Danish CPR-no.

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

AAU eForms				
AALBORG UNIVERSITET				
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	DDMMYYNNNN			

If you do not have a Danish CPR-no.

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

AAU eForms				
AALDORG UNIVERSITET				
Personal information	Basic information			
Guestlecturer in maths - Period: 29-10-2020 - 2	9-10-2020			
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 se address (@hotmail.com). After sending the eForm, it is not longer possible to change the information. * Lagree Yes No	ent to your email
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.