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

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

AAU eForms

AALBORG UNIVERSITET

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 29-10-2020 📅 ?   * End date 29-10-2020 📅 ?

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 yo
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 ∨] ?   **Reimbursement of expenses**

* Description bus transportation from station to Fibigerstræde 4, AAU and
return. Two tickets in total

2 * Amount 80 ?   * Currency [DKK ∨] ?
DKK, EUR, USD, GBP, NOK, SEK

* Exchange rate 12.17 ?

* Amount (GBP) 9.74 ?

3 * Attach documentation [Choose files] 🔍 ?
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.

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.