

# RejsUd

Quick guide

# How to log on

- The first time you want to log on, you must order a new password
  - RejsUd-Link: <https://indfak2.dk/login/#/>
  - Write your username [auxxxxxx@uni.au.dk](mailto:auxxxxxx@uni.au.dk)
  - Click "Forgot password"
- You will receive an email with a link to the website, where you can type a new password

# How to create a settlement front page

- Login to RejsUd, click on the airplane icon on the lefthand side
- On the main menu select Create/edit settlement
- Create a settlement front page by clicking on the +
- Fields marked with an \* (Settlement name, type, "Sag" and "Sagsnummer") must be filled in  
( -"Sag" (=project number) and "Sagsopgave" (=activity) are provided when you have sent in your budget form)
- Click "Save"

# How to create a new expense

- Create a new expense by clicking the "+"
  - create from a CCT or a normal cost (your own expense)
- State cost date and select cost type
- Describe the type of cost in the description field
- Upload attachment (s)
  - one document can be used for multiple expenses ("Select from attachment list")
- Create new expense if more expenses relate to the same settlement by clicking the "+"

# How to create the settlement type Travelling

- Create settlement front page
- Create expense by clicking the "+" and fill in the fields marked with \*
- Upload receipt (if you have saved all your receipts in one document, you can select it from the list)
- Travel dates: Click on the "+" and type date of travel and time and date of return and time
- Unclick the meals not included during your trip
- Click "Save"

# Submit settlement

- When completed, send the settlement form by clicking the small paper airplane
  - The project manager is predefined so no need to select
- Submit settlement

# Guide and further information

- Guidelines and useful links is found under:
  - <https://medarbejdere.au.dk/en/administration/finance/menu2/rejsud/guidelines-rejsud/#c2475767>
- If in doubt, please ask Brigitte