

Information for SDU's travel system zExpense

MAY ONLY BE USED BY TRAVELLERS WITH NEM-ACCOUNT AND A DANISH SOCIAL SECURITY NUMBER

Social Security No.: _____

Full name: _____

Address: _____

Zip code & City: _____

E-mail: _____

Name & e-mail of
contact person at
SDU: _____

MUST BE COMPLETED BY THE DEPT.

(5-digit unit no./OMK.1 – Ex. 90700) _____

Fill out with e-mail, if
notification is desired
when the traveler is created. _____

When created in zExpense, an e-mail is automatically sent with a password, which you must use the first time you log in. Username is your e-mail. Access to the system is available via www.zexpense.com
Payments are automatically to the NEM-account.

Instructions for the system can be found at this website:

English: www.sdu.dk/settlement

Danish: www.sdu.dk/rejseafregning

