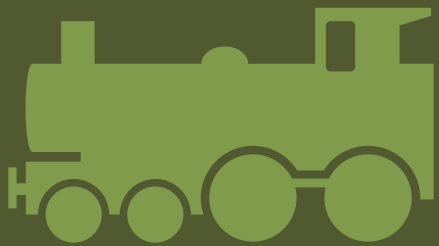


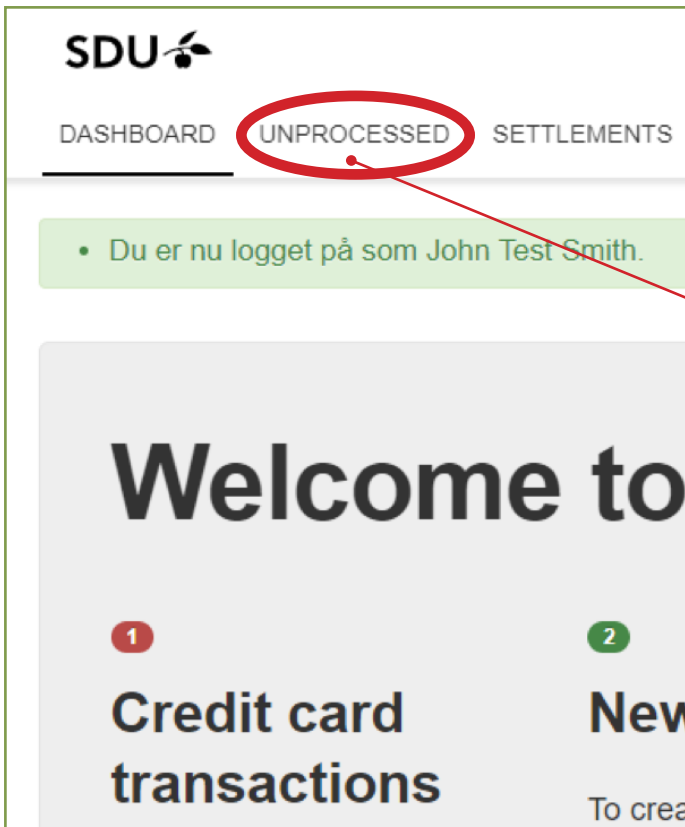
Handling travel reimbursement using zExpense

- for external users:

Create settlement on PC

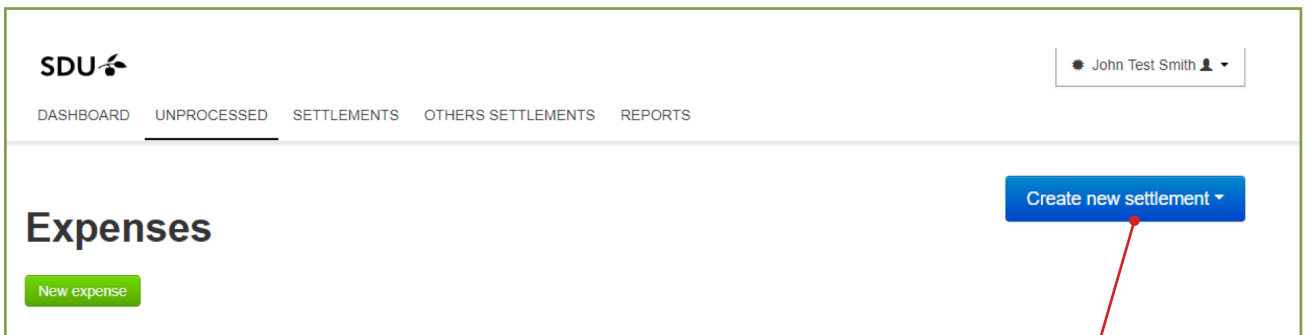


1 Log in



Sign in to zExpense via www.zexpense.dk
Select 'Unprocessed'

2 Create new settlement



Click the blue button 'Create new settlement'

Settlement header

Settlement ID: 15349
 Type: Settlement
 Creation date: 14-05-19
 Status: **Open**
 Approver model: [Use workflow]

Description (Detailed): Phd defense - Narrative Strategies for xxxxxxxxx
 Country: DK
 City/Place: SDU - Odense
 Date - From: 19-06-19 08 00
 Date - To: 22-06-19 23 09

User: Gitte Svendsen
 Employee number: 59493
 Initials: gisv
 Unit: 907 - Økonomiservice

Dimensions
 Sub-Account: 10 - Alm. virksomhed
 Cost 1: 907 - Økonomiservice
 Purpose: 00 - Ingen (til senere)
 Project: 00000 - Ingen
 Analysis: 93804 - [A] Regnskat
 Cost 2: 000 - Ingen
 Cost approver: jvk@sdu.dk - Jens V.
 Project approver: []

Attachments
 [Attachments]
 [Browse...] [Attach files]

Save

Remember to press 'Save' on the green button in the left corner before making any attachments. Otherwise your data will be lost.

Fill in these fields:

Description (Detailed):

Please fill in a detailed description of what your trip was all about. It's not enough to just write e.g. 'exam', 'course' or 'meeting'.

Country:

'DK' for Denmark. When visiting other countries, use full country name.

City/Place:

Name the city and place you have visited (Required field)

Date - From

Date - To

(Required fields)

Dimensions:

Usually there are only two fields you need to fill in:

Cost 1 is governed by the institute/department you work for, and will usually be filled out at the first use.

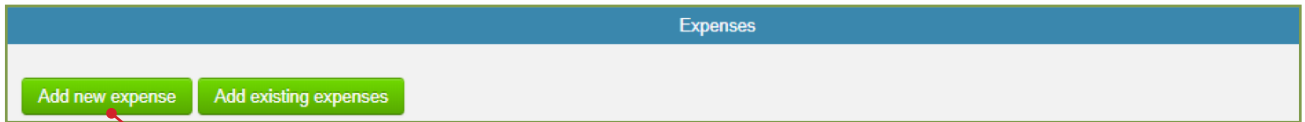
If, at a later time, you work for a different area, it will be important that you have been given a new number for "Cost 1", and that you change it under "Dimensions", so you will be able to select the right approver.

Cost approver:

In order for your settlement to be processed correctly, it is important that you choose the right approver.

Project approver:

Only choose project approver if you know for sure that you have been working under a specific project number. In that case, the project number also **MUST** be filled in.



Click the green button
'Add new expense'

Fill in these fields:

Date

Date for your expense

Category:

If you press the little black arrow you will get a drop-down menu with various options.

It's important that you choose the correct category for your expense, and please do not mix them up. E.g. train tickets under "Train" and taxi receipts under "Taxi".

Note:

To be completed if you have an additional note for your expense

Currency Amount:

Amount of expenditure.

Currency:

Defaults to DKK, but can be changed in the drop-down menu.

Exchange rate:

The daily exchange rate. You may change the rate manually, if you have documentation from the bank.

Attach your receipts under 'Attachments'.

First, use the green button to browse for your files, then click the blue button 'Attach files'.

Click 'Save'.

Please always remember to add the correct receipt, invoice, etc.

The lower credit card part, order confirmation, bank statements or similar is not approved documentation.

Fill in Date:

The date of your mileage.

From:

The place you are driving from, e.g. home and then the address.

To:

E.g. SDU Odense and then the address. The system now calculates the distance itself, according to Google Maps.

Note that SDU Odense is currently registered with postal code 5220 on Google Maps.

Compensation:

Defaults to 'Standard' for car trips in Denmark. Using the drop down menu, you can also select transport by moped/bicycle or car trips outside Denmark.

Vehicle license plate:

If you have added your license plate under your private settings, the field will already be filled in. If not, fill in the field now.

To make a return route, click on the green button 'Create return route'.

Then click 'Save'.

You also have the option of pressing "Continue route".

This function is used if you must drive to different addresses before you end up at your destination.

Now you get the option to add a new/extra address.

When done, click 'Save'.

Your settlement will now look like this:

The screenshot shows two sections: 'Expenses' and 'Mileage'. The 'Expenses' section has a table with columns: Date, Type, Attachments, Note, Category, Merchant, Underkonto, Omk 1, Formål, Projekt, Analyse 2, Omk 2, Omk godkender, Godkender, Projekt, Currency, amount, Amount. A single expense is listed for 20-08-19, 'Train tickets (141001)', amounting to 490.00 kr. Below it are buttons for 'Add new expense' and 'Split expenses'. The 'Mileage' section has a table with columns: Date, Type, From, To, Note, Distance source, Distance, Rate, Amount. Three entries are listed for 04-09-19, with distances of 121.94 km, 121.94 km, and 23.44 km, totaling 241.44 kr, 241.44 kr, and 46.41 kr respectively. Below it is a button for 'Add new mileage'.

6 Forward for approval

The screenshot shows the 'Work with settlement' form. It includes a 'Settlement header' section with fields for Settlement ID (221), User (John Test Smith), Type (Rejseafregning/Settlement), Creation date (04-09-19), and Status (Open). There are also fields for Beskrivelse/Description (Gæstecoltag på BA i journalistik 4 semester), Land/Country (DK), By/Sted/avn - Place (Odense), and Date - Fra/Date - From (19-08-19) to Date - Til/Date - To (20-08-19). A 'Dimensions' section contains dropdown menus for Underkonto (10 - Alm. virksomhed), Omk 1 (816 - Biblioteket, Sla), Formål (00 - Ingen (til senere)), Projekt (00000 - Ingen), Analyse (14118 - Undervisning), Omk 2 (000 - Ingen), Omk godkender (John Test Smith - Jo), and Projekt Godkender. An 'Attachments' section is also present. A 'Summary' box on the right shows: Expenses - Own outlays (490.00 kr.), Mileage (267.32 km) (122.99 kr.), Total cost (1 019.29 kr.), and To payout (1 019.29 kr.). A blue 'Forward' button is located at the top right of the form, with a red arrow pointing to it from the text on the right.

When you're done, you can press the 'Home' or 'Page up' key on your keyboard, to return to the top of your settlement.

Click the blue button 'Forward', and your settlement will be sent on for approval.