

**Handling travel reimbursement
using zExpense:**

- for external users:

Logon on PC and smartphone



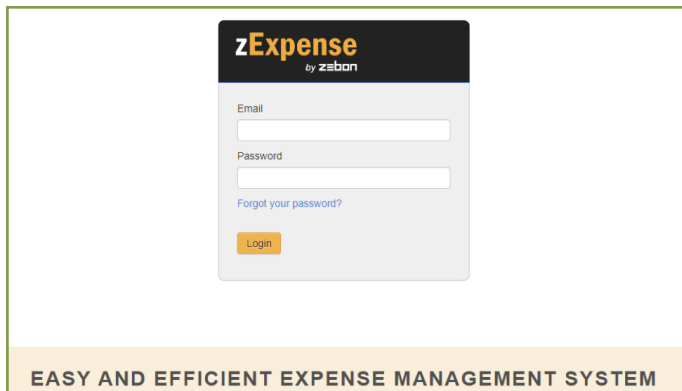
1

Log on to zExpense on your PC

Upon submitting the registration form to the institute or department who should cover your expenses, you will receive an email containing your access code, after it has been set up.



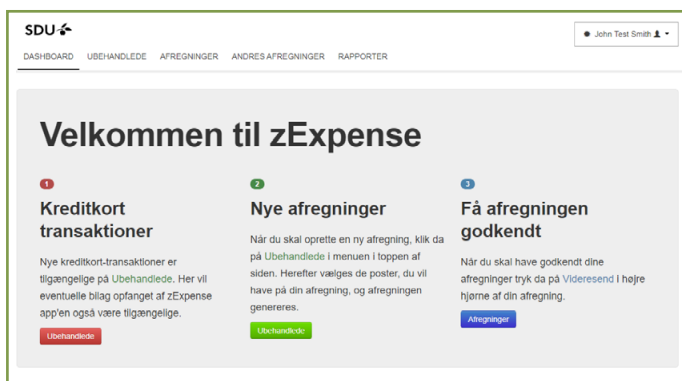
In your browser, enter the address:
zexpense.com



You're now on the page shown on the left.

Log in using the email address from your registration form and the password you were sent.

Don't forget to change the password the first time you're logged in.

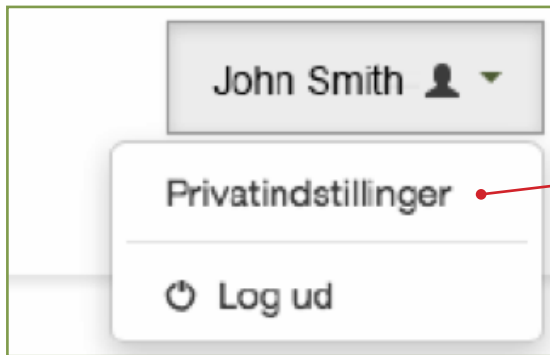


You will then enter the zExpense system on the page 'Dashboard'.

If you want to change the language to English, you can read more about how you do that under section 2: private settings.

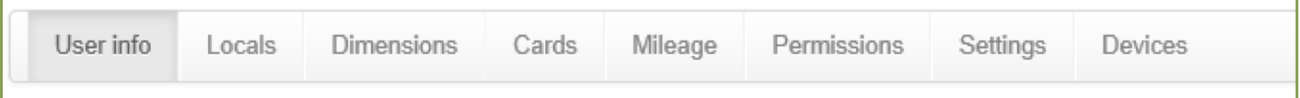
You can find instructions on how to fill in a settlement here:

www.sdu.dk/settlement



Select 'Privatindstillinger' in the user menu in the top right corner.

Private settings



Pay attention to the settings under these tabs:

User info:

Here, you should not need to fill in the field 'Account information', as the reimbursement will be sent to your NEM account.

Locals:

Select language here.

Dimensions:

If you normally make your trips under a certain account number, enter it here as a default value.

As a minimum, Omk 1 must be filled in.

Cards:

Used only by employees at SDU

Mileage:

Under this tab, you can enter the registration number of up to two cars.

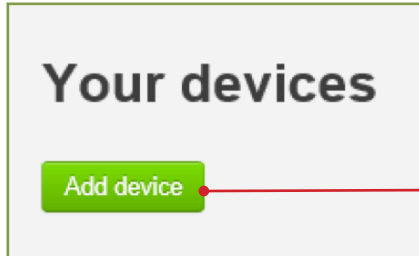
Permissions:

- Used only by the Travel Office.

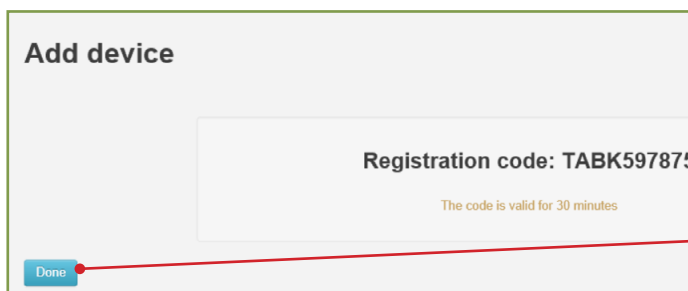


Using your smart phone, find the app at Google Play or App Store.

Search for 'zExpense'.

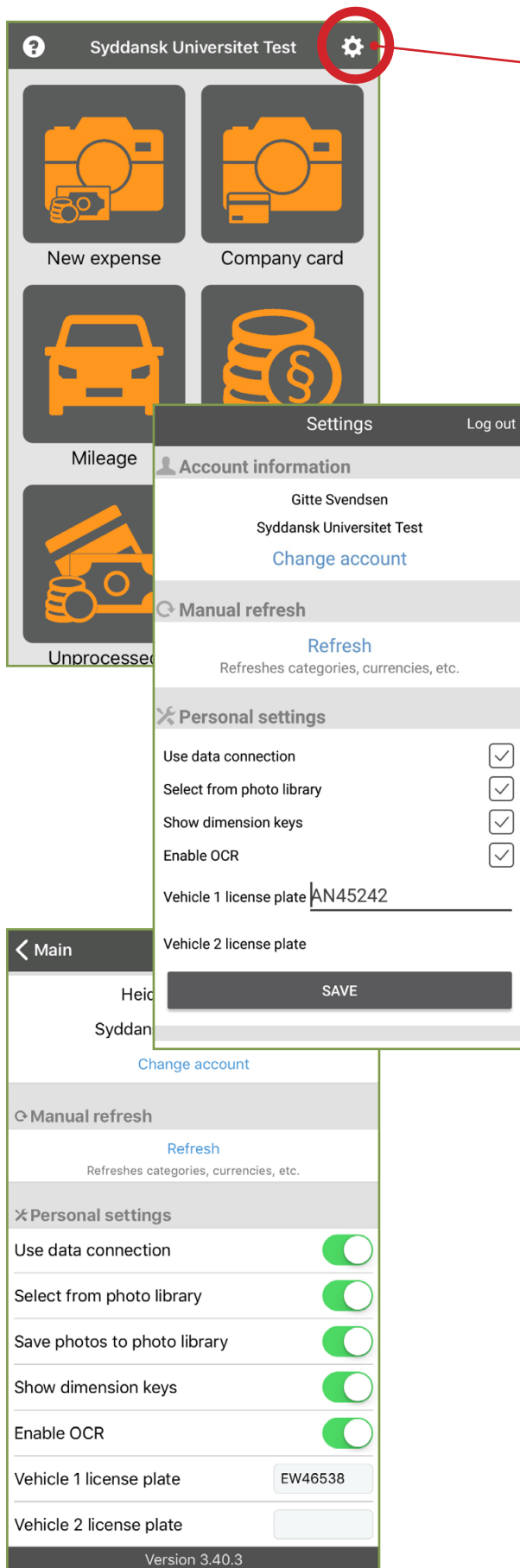


Back on a PC, you can add your phone by clicking on 'Add device'.



A registration code will be generated for you to enter on your phone.

Remember to click on 'Done', after entering the code.



Press the gear wheel to get to the settings.

The settings screen looks a little different in the versions for Android and iOS.

Select from photo library:

Lets you use images from the phone's photo gallery. The default setting is 'off'. If activated, you can choose if you want to use the camera or select an existing image, when you need to add an attachment.

Show settlement number:

When activated, the number is shown on every settlement under 'Settlements'.

Enable OCR:

If this is set to on, the app will attempt to automatically identify the date and amount from an attachment, so you don't have to enter them manually. Be sure to check for correct readings, though.

Vehicle license plate:

'Vehicle 1' will be used as default.

Don't forget to press 'Save' after changing the settings.