

Guidelines

Travel Expense Management System

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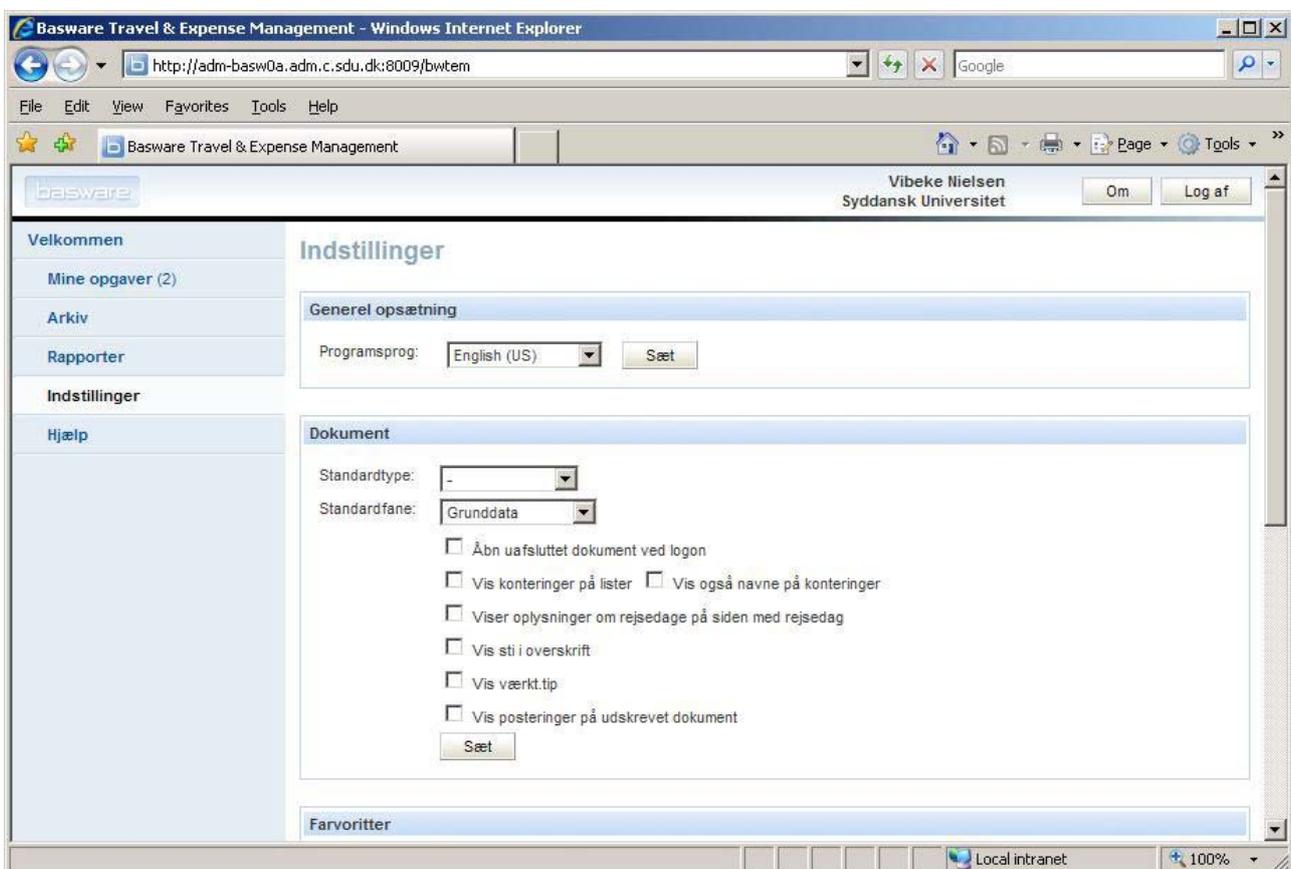
Guidelines Travel Expense Management System

Purpose of Guidelines

- The purpose of these guidelines is to guide inexperienced users through University of Southern Denmark's (USD's) new electronic travel expense management system (TEM).

Getting Started

- TEM is aimed at all USD employees, including student workers on USD's payroll.
- The URL of the system is <http://adm-basw0a.adm.c.sdu.dk:8009>.
- Access to the site is based on pc log-ins. If access is denied, contact one of the secretaries (Birgit, Karina, Vibeke) for assistance.
- The default application language of the TEM system is Danish. For English, go to "Indstillinger", choose "English" as "Programsprog", log off and restart the system.



Recommended Procedure

- The claimant glues the original receipts onto A4 sheets of paper, numbers the sheets, scans them as pdf-files and check the legibility of the individual items.
- The claimant enters the relevant expenses including comments, sends electronically the completed claim form to the relevant secretary (Birgit, Vibeke, Karina) and passes on to her the A4 sheets of paper containing the original, glued receipts. **The claimant ensures that the scanned receipts are legible prior to handing them on to the secretaries. If a receipt is not legible, the claimant must scan it again after making use of the scanner's density tab.**
- The secretary examines the electronic claim, inserts the relevant account codes and forwards electronically the claim to SDU's travel office.

Guidelines Travel Expense Management System

Odense, July 2009.

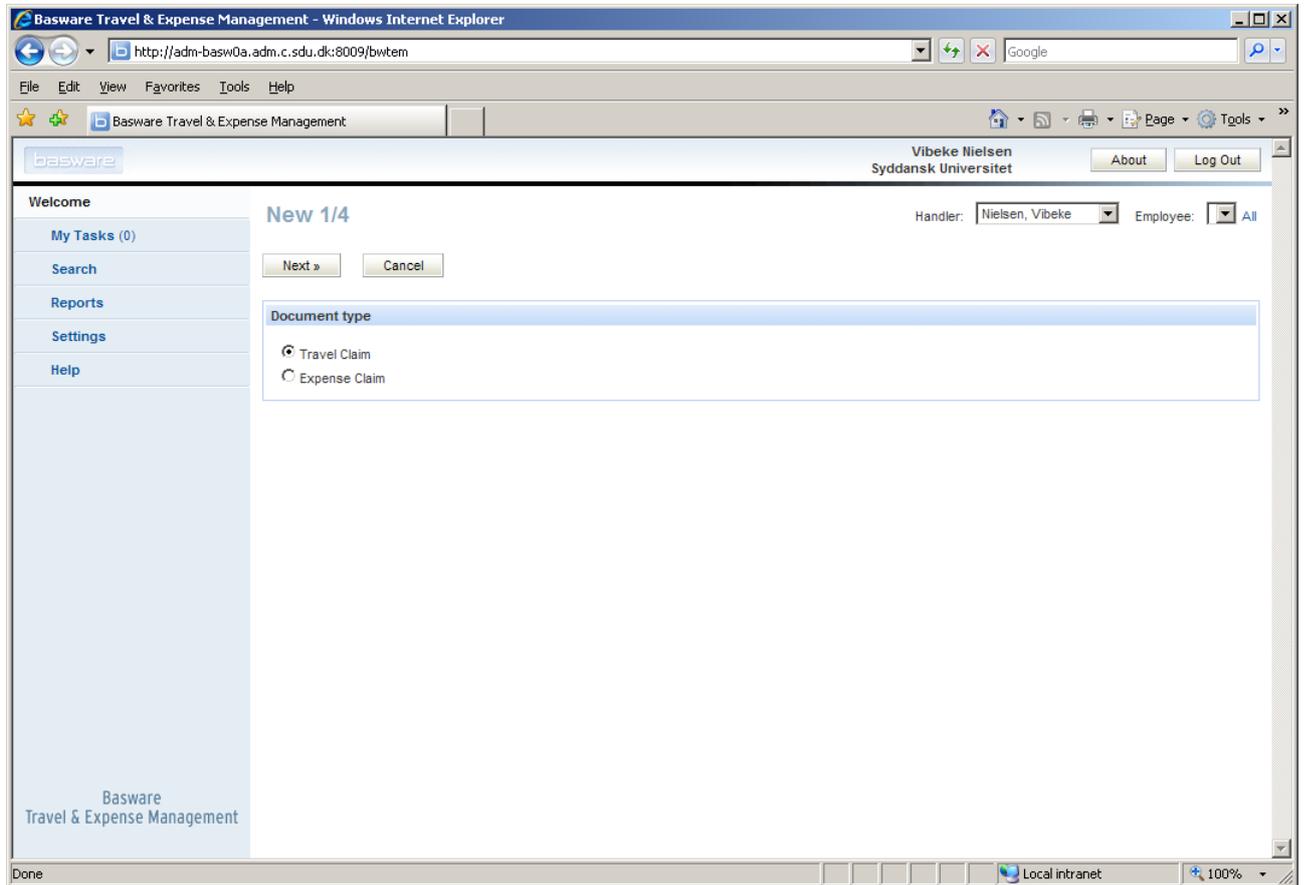
Creating and completing Travel Expense Claims

- Click "Create new":

The screenshot displays the Basware Travel & Expense Management web application. The interface is viewed through Internet Explorer. On the left, a navigation menu includes 'My Tasks (0)', 'Search', 'Reports', 'Settings', and 'Help'. The main content area features a 'Welcome' message, a prominent 'Create new »' button, a 'Backup duties' table, and a 'Messages' section. The 'Backup duties' table contains one record: Heidi Bech Hansen, dated 01.01.2008. The 'Messages' section indicates 'No new messages' and provides a link to 'Show all messages'. A large blue logo for the University of Southern Denmark is positioned on the right side of the page. The browser's taskbar at the bottom shows several open applications, including 'Indbakke - Microsoft Out...', 'Rejse-brugervejledningG...', 'Basware Travel & Exp...', and 'Uafhængivet - Paint'. The system clock in the bottom right corner shows the time as 11:10.

Guidelines Travel Expense Management System

- Select "Document type": "Travel Claim" when reporting a new journey and "Expense Claim" when reporting accrued mileage expenses and/or additions to previous travel claims.
- Click "Next".



Guidelines Travel Expense Management System

- If reporting a journey that is not a repetition of a previous one, proceed to page 8 of these guidelines for further instructions.
- If reporting a journey that is almost a repetition of a previous one, copy the journey in question by selecting “Copy from document”.

The screenshot displays the Basware Travel & Expense Management system interface within a Windows Internet Explorer browser. The browser's address bar shows the URL: `http://adm-basw0a.adm.c.sdu.dk:8009/bwtem`. The page title is "New travel claim 2/4".

At the top right, the user is identified as "Jannie Johnsen" from "Syddansk Universitet", with "About" and "Log Out" buttons. A left-hand navigation menu includes "Welcome", "My Tasks (0)", "Search", "Reports", "Settings", and "Help".

The main form area contains the following fields and options:

- Navigation buttons: « Previous, Next », Copy from document, Cancel
- Basic data** section:
 - Country: Denmark (dropdown), All countries (link)
 - Destination: Albertslund (dropdown), All destinations (link)
 - Travel purpose: Lecture (dropdown)
 - Start date: 01.08.2008 (calendar icon)
 - End date: 06.08.2008 (calendar icon)
 - Subject: Lecture for Medical Students
 - Explanation: Rigshospitalet
 - Travel rule: Mission by bill (dropdown menu is open, showing options: No allowances, Mission with Per diems, Mission by bill)
 - Start time: 07:30 (clock icon)
 - End time: 17:00 (clock icon)

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- Select a previous journey by clicking one of the travels listed. The details of the chosen travel appear by clicking "Back".
- Change date(s), hours, comments on account codes, transportation and other expenses, if any.

Basware Travel & Expense Management - Windows Internet Explorer

http://adm-basw0a.adm.c.sdu.dk:8009/bwtem

File Edit View Favorites Tools Help

Basware Travel & Expense Management

Vibeke Nielsen
Syddansk Universitet

About Log Out

Welcome

My Tasks (0)

Search

Reports

Settings

Help

New document - Select document to be copied

Back Cancel

Search criteria

Document type: Status: Country: Destination:

Country: All countries

Documents

Document	Date	Type	Status	Country	Destination	Subject	Sum	Reimbursable
155031038	20.05.2009	Travel Claim	Arkiveret	United Kingdom	Edinburgh	Projektmøde	5 164,01	5 164,01
155031037	27.01.2009	Travel Claim	Arkiveret	Belgium	Antwerpen	Projektmøde	6 140,98	6 140,98
155031035	28.10.2008	Travel Claim	Arkiveret	Germany	Berlini	Project meeting	5 637,73	5 637,73
155031034	27.11.2007	Travel Claim	Arkiveret	Denmark	Copenhagen	seminar deltagelse	493,00	493,00
155031033	05.10.2007	Travel Claim	Arkiveret	Denmark	Copenhagen	kursusdeltagelse	2 323,00	2 323,00
155031032	03.10.2007	Travel Claim	Arkiveret	Denmark	Copenhagen	Projektmøde (Serious Games)	443,00	443,00
155031031	22.08.2007	Travel Claim	Arkiveret	Denmark	Odense	Robottfestivalorganisering	1 619,74	1 619,74

Basware
Travel & Expense Management

Done Local intranet 100%

Guidelines Travel Expense Management System

The following instructions apply to new as well as copied travel reports:

- Fill in all relevant boxes.
- Select travel rule:
 - "No allowance": if the travel period is less than 24 hours or the traveller is a student.
 - "Mission with per diems: If the travel period exceeds 24 hours, the traveller is entitled to a daily allowance of approx. 400 DKK, less meals offered by others (host institutions for example). Such free meals must be entered into the system (including breakfast at hotels), see next page.
 - "Mission by bill", if the travel period exceeds 24 hours, the traveller is entitled to a daily allowance of approx. 100 DKK and reimbursement of meals documented by receipts.
- Click "Next".
- Click "Edit" in case of omissions and or changes to the report form (bottom left).

The screenshot displays the 'New travel claim 2/4' form in the Basware Travel & Expense Management system. The form is titled 'New travel claim 2/4' and includes navigation buttons: « Previous, Next », Copy from document, and Cancel.

Basic data

Country: * Denmark (dropdown) All countries
Destination: * Albertslund (dropdown) All destinations
Travel purpose: * Lecture (dropdown)
Start date: * 01.08.2008 (calendar icon)
End date: * 06.08.2008 (calendar icon)
Subject: Lecture for Medical Students
Explanation: Rigshospitalet

Travel rule: * Mission by bill (dropdown menu open showing: No allowances, Mission with Per diems, Mission by bill)

Start time: * 07:30 (clock icon)
End time: * 17:00 (clock icon)

Items

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
	907	Økonomifdelingen	00000	00000	000				100%
			Intet	Ingen	Ingen		Johnsen Jannie		

Edit

Basware
Travel & Expense Management

Guidelines Travel Expense Management System

- If "Mission with per diems" has been chosen as travel rule, meals offered by others must be ticked off in the relevant boxes (see below at the bottom), day by day.
- Click "Update" and "Back".

Basware Travel & Expense Management - Windows Internet Explorer provided by Syddansk Universitet

http://adm-basw0a.adm.c.sdu.dk:8009/bwtem

basware Jannie Johnsen Syddansk Universitet About Log Out

Welcome

My Tasks (1)

- » Documents (1)
- » Review (0)
- » Approval (0)

Search

Reports

Settings

Help

Travel day 02.08.2008

Back

Update

Basic data

Date: * 02.08.2008

Start time: []

End time: []

Country: * Denmark All countries

Destination: * Albertslund All destinations

Travel purpose: * Lecture

Explanation: Lecture for Medical Students

Additional allowances

Overnight allowance

Breakfast

Lunch

Dinner

Other

Reimbursable

Trip interrupted

Items

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
	907		00000	00000	000		Johnsen Jannie		100%
	Økonomiafdelingen		Intet	Ingen	Ingen				

New travel day Copy travel day Copy to remaining days Delete travel day Delete travel day related expenses

Date	Started	Ended	Country	Destination	Travel purpose	Explanation	Mileage	Expenses
01.08.2008	07:30		Denmark	Albertslund	Lecture	Lecture for Medical Students		
02.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
03.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
04.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
05.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
06.08.2008		17:00	Denmark	Albertslund	Lecture	Lecture for Medical Students		

Basware Travel & Expense Management

Udført

Start Indbakke - Microsoft Out... Basware Travel & Exp... Rejse-brugervejledningG... Unavngivet - Paint

Lokal intranet 100%

Skrivebord Search Desktop 14:35

Guidelines Travel Expense Management System

The “Reimbursables” tab:

- The specified daily allowances and deducted meals/Undocumented night allowances are visible in the column named “Reimbursables” (bottom right-hand side of the screen).

The screenshot displays the 'New travel claim 3/4' interface. It includes a navigation sidebar on the left with options like 'My Tasks', 'Documents', 'Review', 'Approval', 'Search', 'Reports', 'Settings', and 'Help'. The main content area shows document information, item allocation (percents and sums), and a detailed table of expenses.

Document information

Basic data				Summary	
Type:	Travel Claim	Country:	Denmark	Mileage allowances:	902,20 DKK
Number:	574791004	Destination:	Albertslund	Per diems:	2 061,35 DKK
Date:	20.04.2009	Travel purpose:	Lecture	Expenses:	410,00 DKK
Status:	Udkast	Start time:	01.08.2008 07:30	Total:	3 373,55 DKK
Employee:	Johnsen, Jannie	End time:	06.08.2008 17:00	Reimbursable:	3 373,55 DKK
Unit:	Odense	Travel rule:	Mission with Per diems	Taxable:	0,00 DKK
Subject:	Lecture for Medical Students			Advances:	0,00 DKK
Explanation:	Rigshospitalet			Payable:	3 373,55 DKK
				Remaining:	3 373,55 DKK

Item allocation (percents)

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
907	Økonomifdelingen	Intet	00000	00000	000		Johnsen Jannie		100%

Item allocation (sums)

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
907	Økonomifdelingen	Intet	00000	00000	000		Johnsen Jannie		3373,55

Reimbursables (7)

Type	Explanation	Unit price	Amount	Total
Bridge toll		410,00	1	410,00
Daily allowance (domestic)	Denmark	377,00	5	1 885,00
Hourly allowance (domestic)	Denmark	15,70	10	157,00
Allowance reduction per meal	Denmark	56,55	-1	-56,55
Allowance reduction per meal	Denmark	113,10	-1	-113,10
Additional overnight allowance	Denmark	189,00	1	189,00
Milage allowance		3,47	260	902,20

Guidelines Travel Expense Management System

The "Expenses" tab:

- Next step is to enter all relevant expenses incurred during the journey.
- Examples: Train tickets are entered in the "Expenses" column and mileage in the column named "Mileage".
- If train tickets have been purchased through USD's travel agent, ViaTravel, such tickets will be regarded as advances and the claimant is requested to insert a comment in that respect.

The screenshot displays the Basware Travel & Expense Management system interface. The browser window title is "Basware Travel & Expense Management - Windows Internet Explorer provided by Syddansk Universitet". The URL is "http://adm-basw0a.adm.c.sdu.dk:8009/bwtem". The user is logged in as "Jannie Johnsen, Syddansk Universitet".

The main content area shows a "New travel claim 3/4" form. The "Document information" section includes:

- Basic data:** Type: Travel Claim, Number: 574791004, Date: 20.04.2009, Status: Udkast, Employee: Johnsen, Jannie, Unit: Odense, Country: Denmark, Destination: Albertslund, Travel purpose: Lecture, Start time: 01.08.2008 07:30, End time: 06.08.2008 17:00, Travel rule: Mission with Per diems.
- Subject:** Lecture for Medical Students
- Explanation:** Rigshospitalet

The "Summary" section shows:

- Mileage allowances: 0,00 DKK
- Per diems: 2 061,35 DKK
- Expenses: 0,00 DKK
- Total: 2 061,35 DKK
- Reimbursable: 2 061,35 DKK
- Taxable: 0,00 DKK
- Advances: 0,00 DKK
- Payable: 2 061,35 DKK
- Remaining: 2 061,35 DKK

The "Items" section shows two tables for item allocation:

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
907	Økonomifdelingen	Intet	00000	00000	000	Ingen	Johnsen Jannie		100%

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
907	Økonomifdelingen	Intet	00000	00000	000	Ingen	Johnsen Jannie		2061,35

The "Travel days" section shows a table with 6 days of travel:

Date	Started	Ended	Country	Destination	Travel purpose	Explanation	Mileage	Expenses
01.08.2008	07:30		Denmark	Albertslund	Lecture	Lecture for Medical Students		
02.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
03.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
04.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
05.08.2008			Denmark	Albertslund	Lecture	Lecture for Medical Students		
06.08.2008		17:00	Denmark	Albertslund	Lecture	Lecture for Medical Students		

Guidelines Travel Expense Management System

The "Vehicle Usages" tab:

- Enter number of kilometers and route travelled. Previous routes have been saved by the system as preference routes.
- In the column named "Vehicle", select "Own car".
- To save data, click "Save" before clicking "Back".

The screenshot shows the 'Vehicle usages' tab in the Basware Travel & Expense Management system. The interface includes a navigation menu on the left with options like 'Welcome', 'My Tasks (1)', 'Documents (1)', 'Review (0)', 'Approval (0)', 'Search', 'Reports', 'Settings', and 'Help'. The main content area is titled 'Vehicle usages' and contains a 'Back' button and an 'Update' button. Below these are the 'Basic data' fields: 'Day' (01.08.2008), 'Country' (Denmark), 'Vehicle' (Own car, high rate), 'Route' (-), 'Other route' (checked, Odense - Albertslund - Going/Coming Back), and 'Length' (260 km). There are also 'Explanation' and 'Additional explanation' text boxes. Below the form is a table of 'Items' with columns: Subaccount, Cost center 1, Purpose, Project number, Analysis number, Cost center 2, Bank account, Social security number, Artskonto, and Share. The table contains one row with values: 907, Økonomifdeling, Intet, Ingen, Ingen, Ingen, Johnsen Jannie, and 100%. At the bottom, there are buttons for 'New vehicle usage', 'Copy vehicle usage', and 'Delete vehicle usage'. A table below shows the current entry: Date (01.08.2008), Route (Odense - Albertslund - Going/Coming Back), Length (km) (260), Explanation, Vehicle (Own car, high rate), and Additional allowances.

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
907	Økonomifdeling	Intet	Ingen	Ingen	Ingen		Johnsen Jannie		100%

Date	Route	Length (km)	Explanation	Vehicle	Additional allowances
01.08.2008	Odense - Albertslund - Going/Coming Back	260		Own car, high rate	

Guidelines Travel Expense Management System

The car "Expenses" tab:

- Click "New expense" for adding any other expense than mileage.
- Enter voucher number and click "Attach file" for attaching the scanned pdf-receipts to the claim report.
- All attachments are listed under the "Attachments" tab.
- Click "Update" and "Back" when all expenses have been entered.
- Click "Next".

The screenshot displays the 'Expense' form in the Basware Travel & Expense Management system. The interface includes a navigation menu on the left with options like 'My Tasks', 'Documents', 'Review', 'Approval', 'Search', 'Reports', 'Settings', and 'Help'. The main content area shows the 'Expense information' form with the following fields:

- Expense type:** Bridge toll (dropdown menu)
- Day:** 01.08.2008 (calendar icon)
- Sum:** 410,00 (input field)
- Method of payment:** Cash (dropdown menu)
- Explanation:** (text area)
- Attachment number:** (input field) with 'Next' and 'Add attachment' buttons.

Below the form is an 'Items' table with columns: Subaccount, Cost center 1*, Purpose, Project number, Analysis number, Cost center 2, Bank account, Social security number, Artskonto, and Share.

Subaccount	Cost center 1*	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
	907	Økonomifdeling	00000	00000	000				100%

Buttons for 'New expense', 'Copy expense', and 'Delete expense' are located below the table.

At the bottom of the form, there is a summary table:

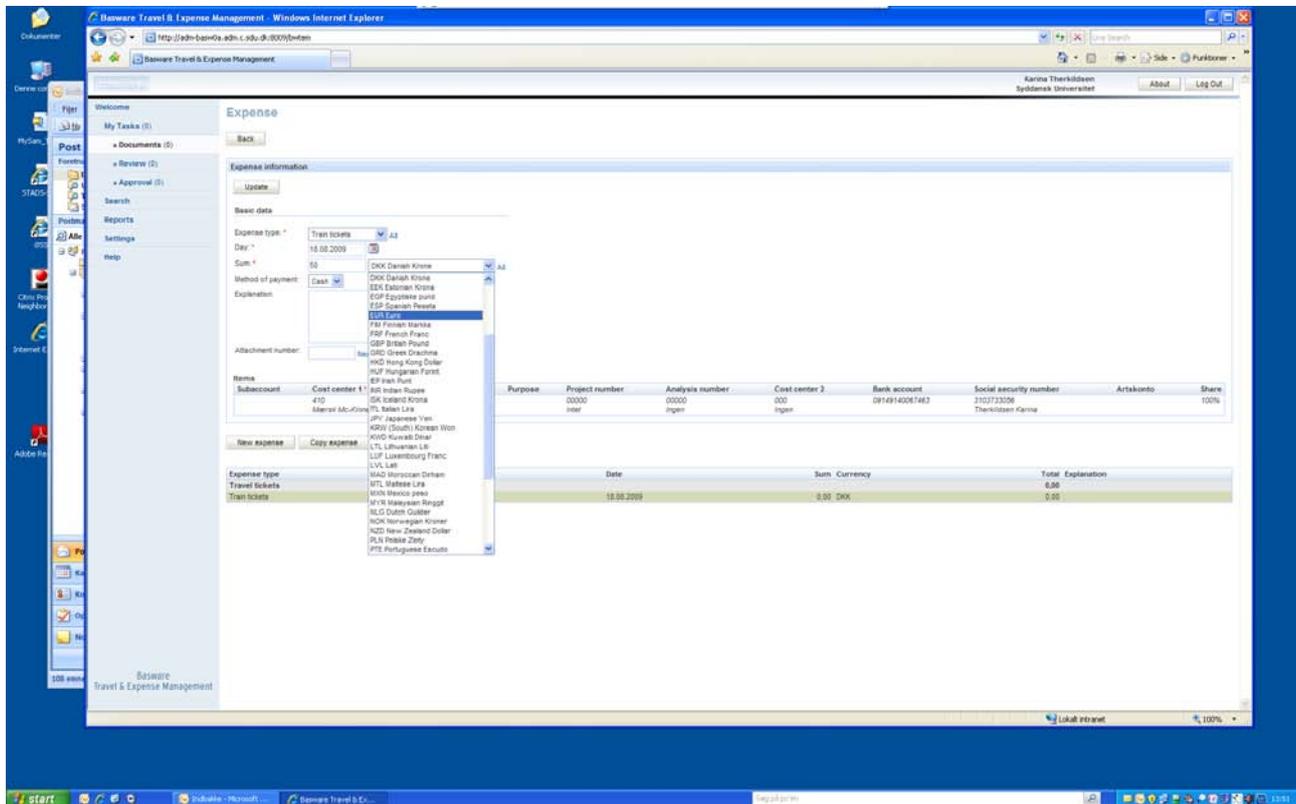
Expense type	Attachment	Date	Sum	Currency	Total	Explanation
Car expenses					410,00	
Bridge toll		01.08.2008	410,00	DKK	410,00	

The system is identified as 'Basware Travel & Expense Management' and the user is 'Jannie Johnsen Syddansk Universitet'. The browser window title is 'Basware Travel & Expense Management - Windows Internet Explorer provided by Syddansk Universitet'.

Guidelines Travel Expense Management System

Currencies:

- If expenses have been paid in other currencies than DKK, click “All” for selecting the currency/currencies used during your travel.



Guidelines Travel Expense Management System

The "Comments" box:

- Select "Comments" and click "New comment".
- Enter account code details, name and/or number of project or other relevant information for the benefit of the relevant secretary.
- Click "Update" and "Back".
- When all relevant tabs have been filled out (vehicle usages, expenses, comments), click "Next".

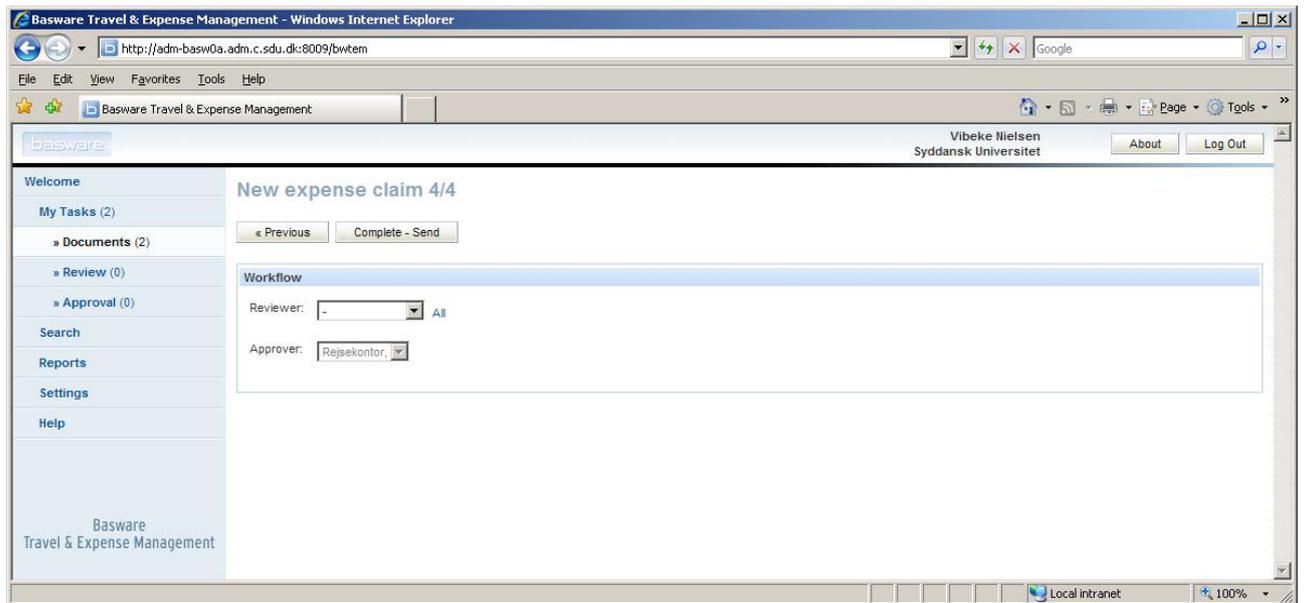
The screenshot shows the 'New expense claim 3/4' page. The left sidebar contains navigation options: Welcome, My Tasks (2) with sub-items Documents (2), Review (0), and Approval (0), Search, Reports, Settings, and Help. The main content area is titled 'New expense claim 3/4' and includes buttons for Close, Print, Next, and Delete document. Below this is the 'Document information' section, divided into 'Basic data' and 'Summary'. The 'Basic data' section includes fields for Type (Expense Claim), Number (155037001), Date (01.07.2009), Status (Udkast), Employee (Nielsen, Vibeke), and Unit (Odense). The 'Summary' section shows Mileage allowances (0,00 DKK), Expenses (0,00 DKK), Total (0,00 DKK), Reimbursable (0,00 DKK), Taxable (0,00 DKK), Advances (0,00 DKK), and Payable (0,00 DKK). An 'Explanation:' field is present with an 'Edit' button and a 'Group travel claim' button. Below this is the 'Items' table with columns: Subaccount, Cost center 1*, Purpose, Project number, Analysis number, Cost center 2, Bank account, Social security number, Artskonto, and Share. The table contains one row with values: 410, Mærsk Mc-Kinney Møller Institutet, Ingen, 00000, Ingen, 000, Ingen, and 100%. Below the table are 'Edit', 'Replace travel day items', and 'Replace all items' buttons. At the bottom of the main area are tabs for Vehicle usages (0), Expenses (0), Attachments (0), Comments (0), Reimbursables (0), Posting (0), and History (1). A 'Comments' section below the tabs has columns for Author, Date, and Comment, with a 'New comment' button.

The screenshot shows the 'Comment' page. The left sidebar is identical to the previous screenshot. The main content area is titled 'Comment' and includes a 'Back' button. Below this is a 'Comment' section with a text area for 'Comment: *'. At the bottom of the text area is an 'Update' button. Below the 'Update' button are three buttons: 'New comment', 'Copy comment', and 'Delete comment'.

Guidelines Travel Expense Management System

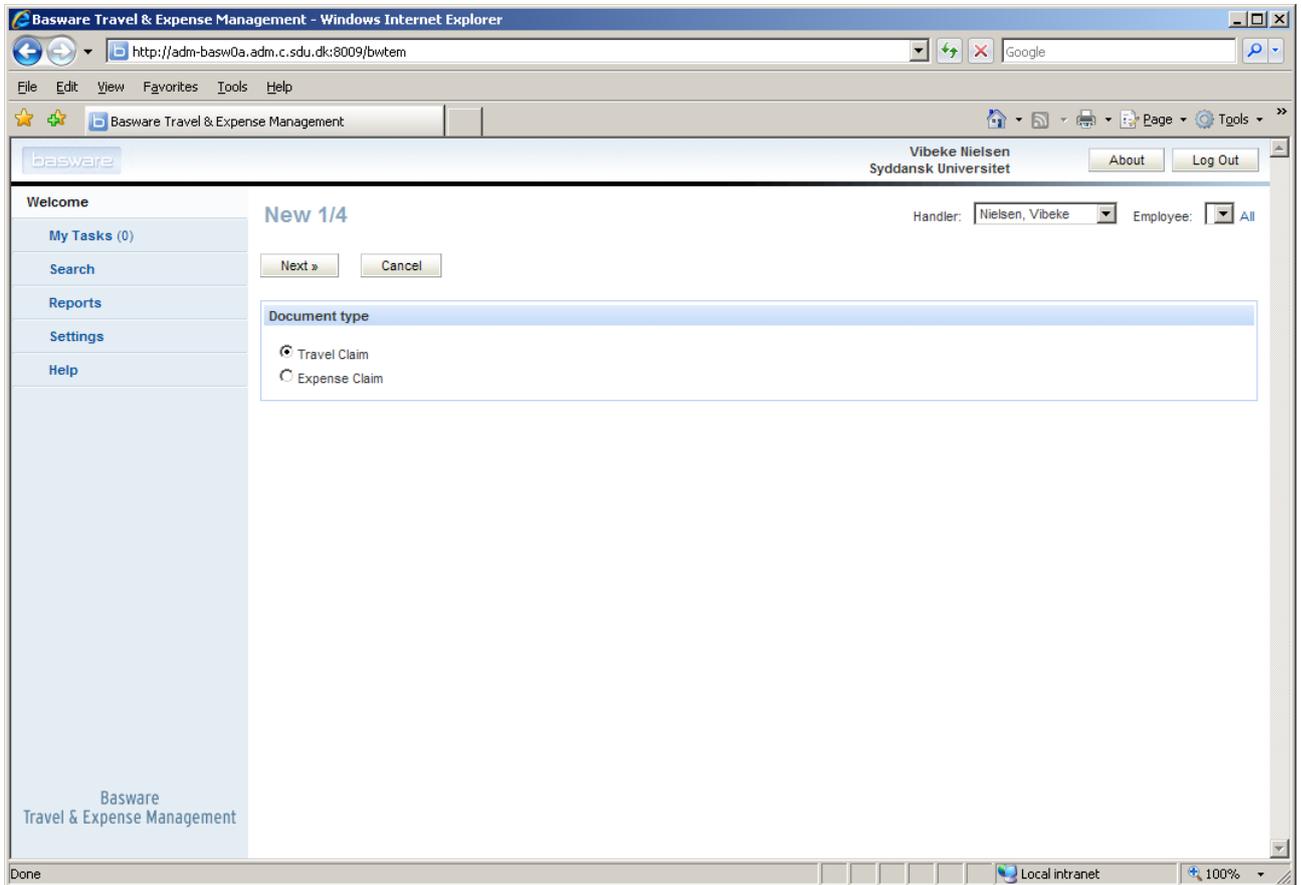
The “Reviewer” box:

- Select the relevant MMMI “Reviewer” (Karina, Birgit, Vibeke) by clicking ”All”.
- Click ”Complete - send”.
- The travel claim report will now be processed. Subsequently, the actual status of it can be found by searching the left-side menu under “Archives”.
- Remember to hand over to the “reviewer” secretary the A4 sheets that contain the original receipts.



Creation of an Expense Claim form

- An expense claim form in this context handles accrued mileage expenses and/or forgotten expense claims from previous travel claims.



Guidelines Travel Expense Management System

- Enter information with reference to the report number of a previous travel claim, if any.
- Click "Next".

Basware Travel & Expense Management - Windows Internet Explorer

http://adm-basw0a.adm.c.sdu.dk:8009/bwtem

File Edit View Favorites Tools Help

China Daily Websit... http://adm-basw0... Syddansk Universi... Basware Trave... x

basware Vibeke Nielsen Syddansk Universitet About Log Out

Welcome

My Tasks (1)

Search

Reports

Settings

Help

New expense claim 2/4

« Previous Next » Cancel

Basic data

Subject:

Explanation:

Items

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Arskonto	Share
	410 Mærsk Mc-Kinney Møller Institutet		00000 Intet	00000 Ingen	000 Ingen				100%

Edit

Basware Travel & Expense Management

Done Local intranet 100%

Guidelines Travel Expense Management System

- Enter details as explained on page 8 and forward.

The screenshot displays the 'New expense claim 3/4' page in the Basware Travel & Expense Management system. The browser window shows the URL 'http://adm-basw0a.adm.c.sdu.dk:8009/bwtem'. The user is identified as 'Vibeke Nielsen, Syddansk Universitet'. The page includes a navigation menu on the left with options like 'My Tasks (1)', 'Search', 'Reports', 'Settings', and 'Help'. The main content area is divided into sections: 'Document information', 'Basic data', 'Summary', 'Explanation', and 'Items'.

Document information

Close Print Next » Delete document

Basic data

Type: Expense Claim
Number: 155037001
Date: 01.07.2009
Status: Udkast
Employee: Nielsen, Vibeke
Unit: Odense

Summary

Mileage allowances:	0,00 DKK
Expenses:	0,00 DKK
Total:	0,00 DKK
Reimbursable:	0,00 DKK
Taxable:	0,00 DKK
Advances:	0,00 DKK
Payable:	0,00 DKK

Subject:

Explanation:

Edit Group travel claim

Items

Subaccount	Cost center 1 *	Purpose	Project number	Analysis number	Cost center 2	Bank account	Social security number	Artskonto	Share
	410		00000	00000	000				100%
Mærsk Mc-Kinney Møller Institutet									

Edit Replace travel day items Replace all items