Guidelines

Travel Expense Management System

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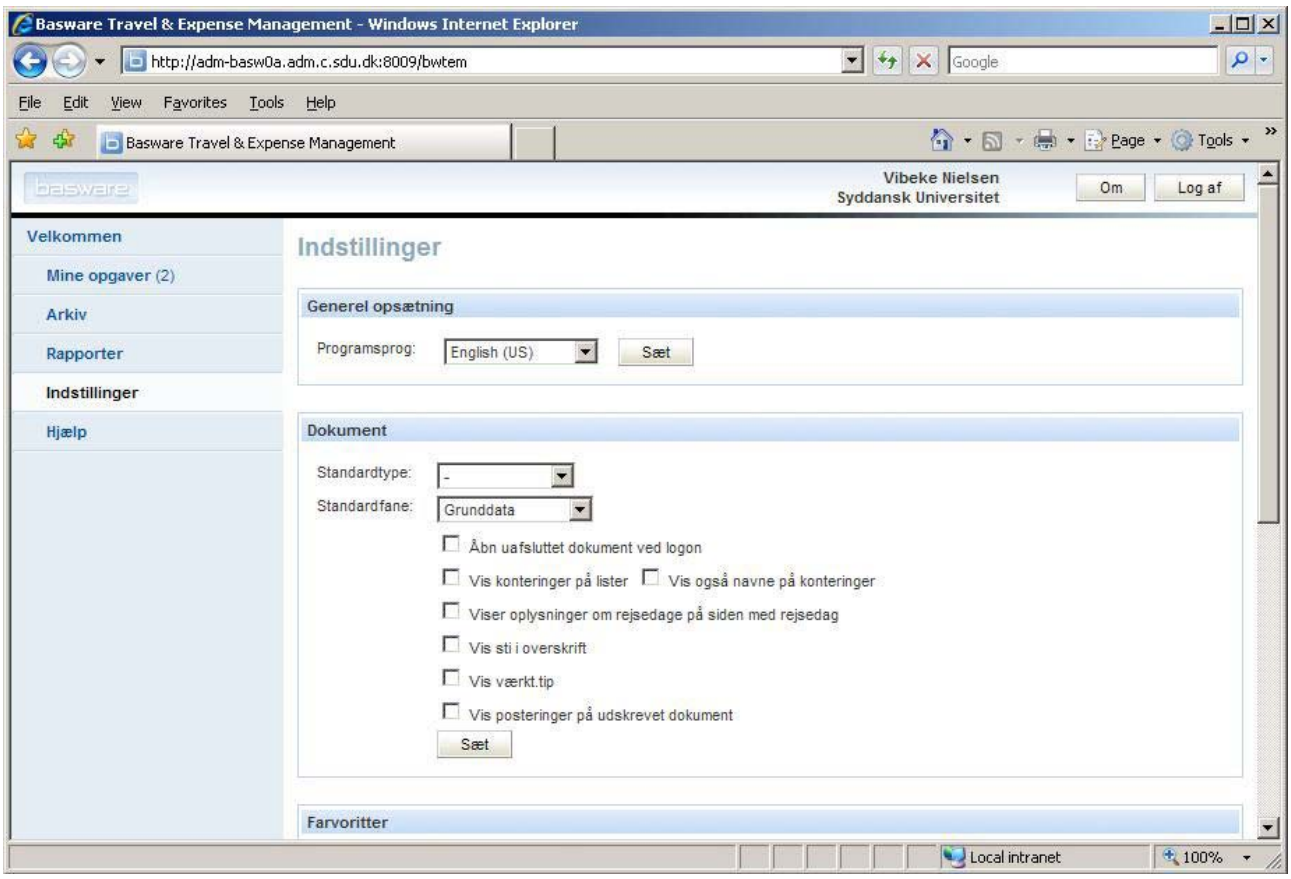
Purpose of Guidelines

- 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.



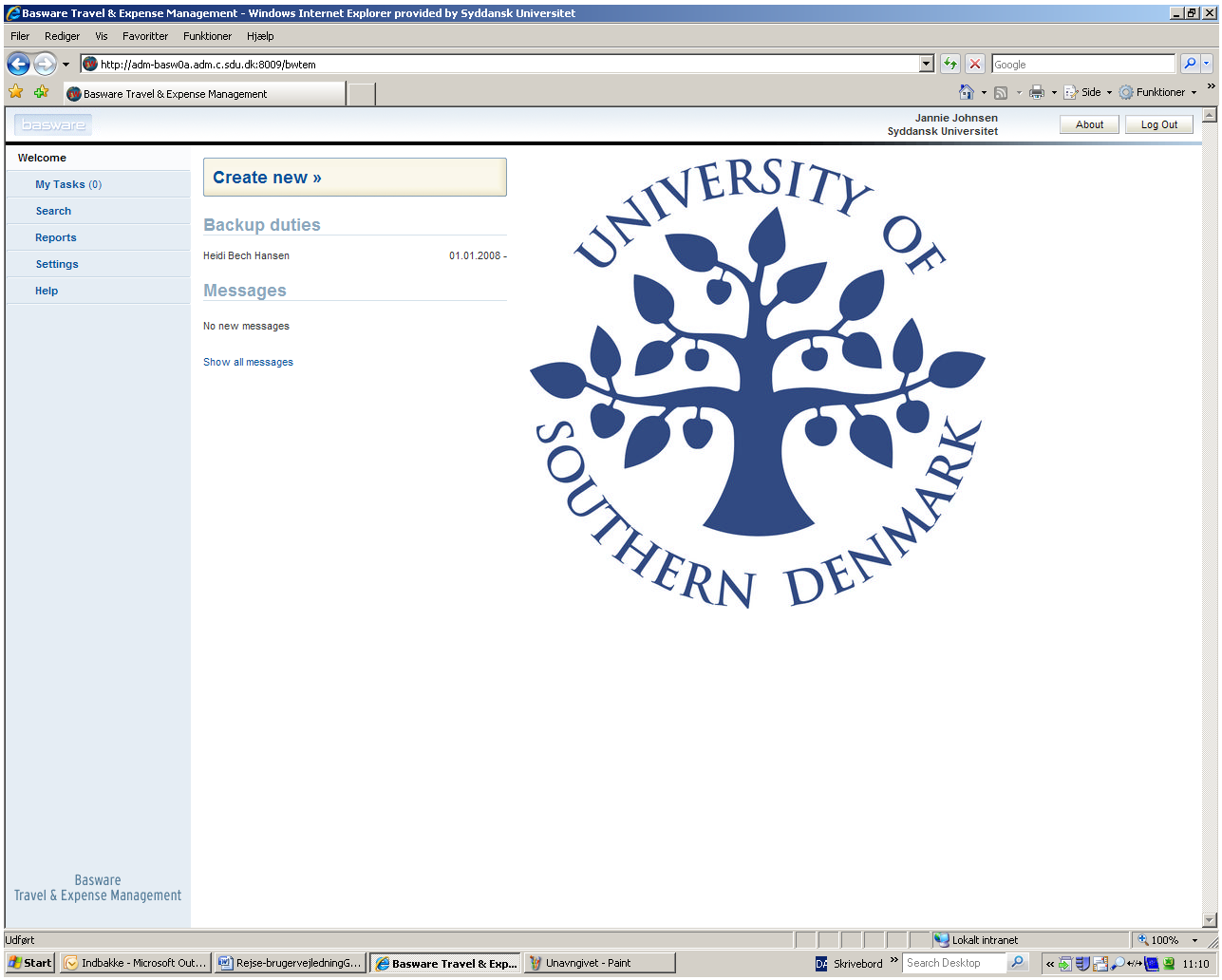
Recommended Procedure

- 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.

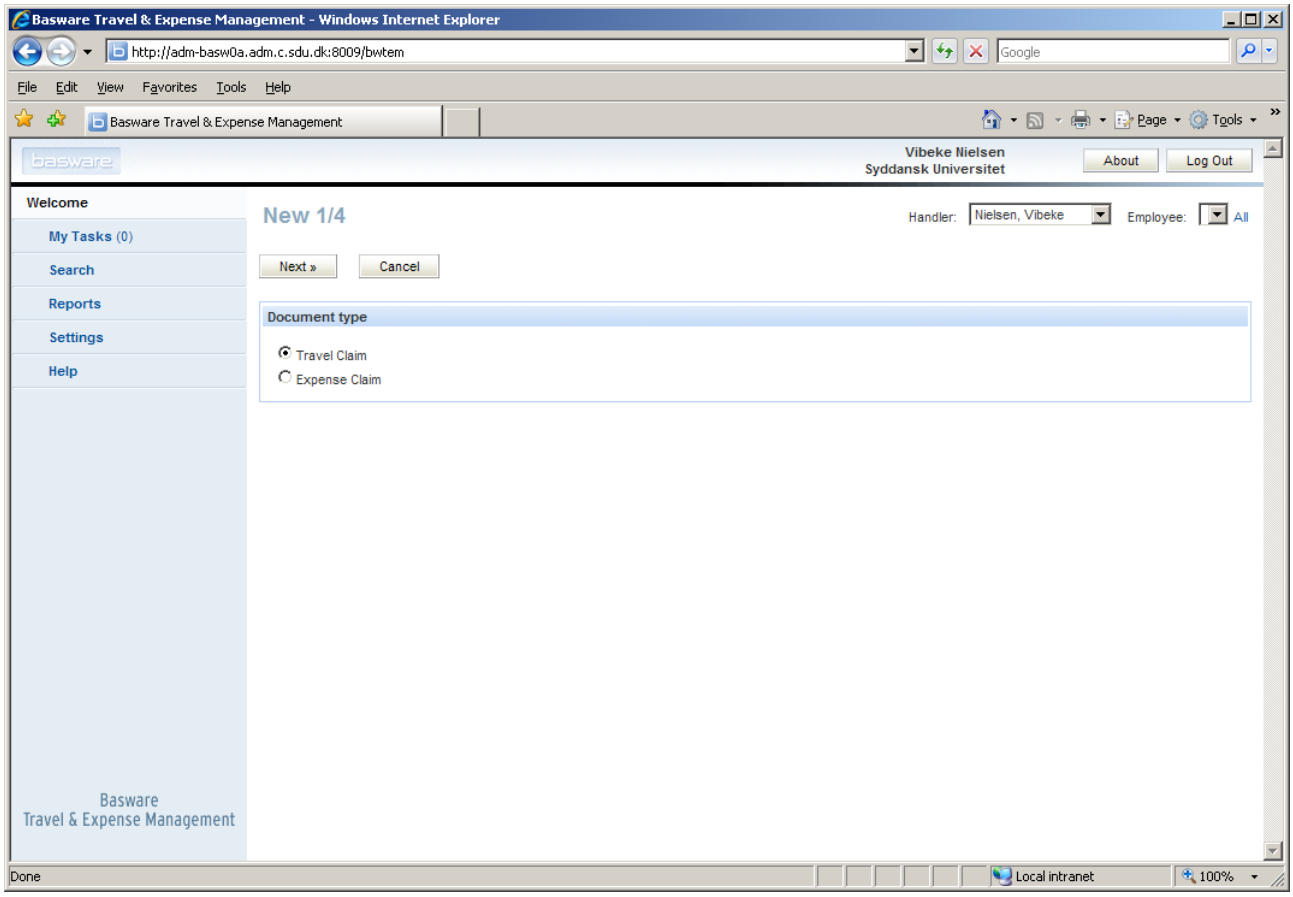
Odense, July 2009.

Creating and completing Travel Expense Claims

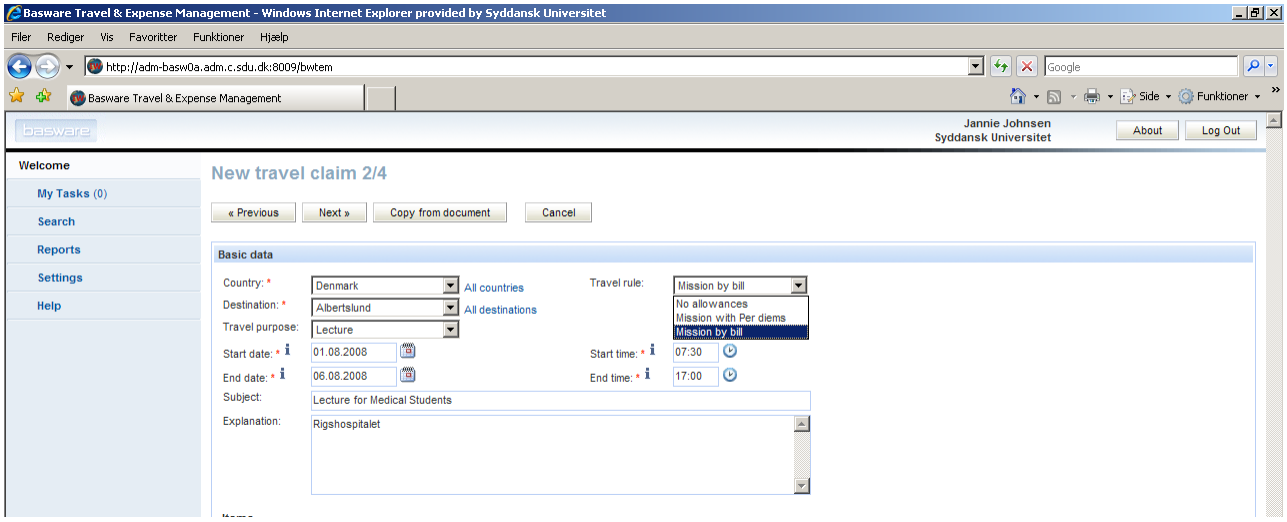
- Click ”Create new”:



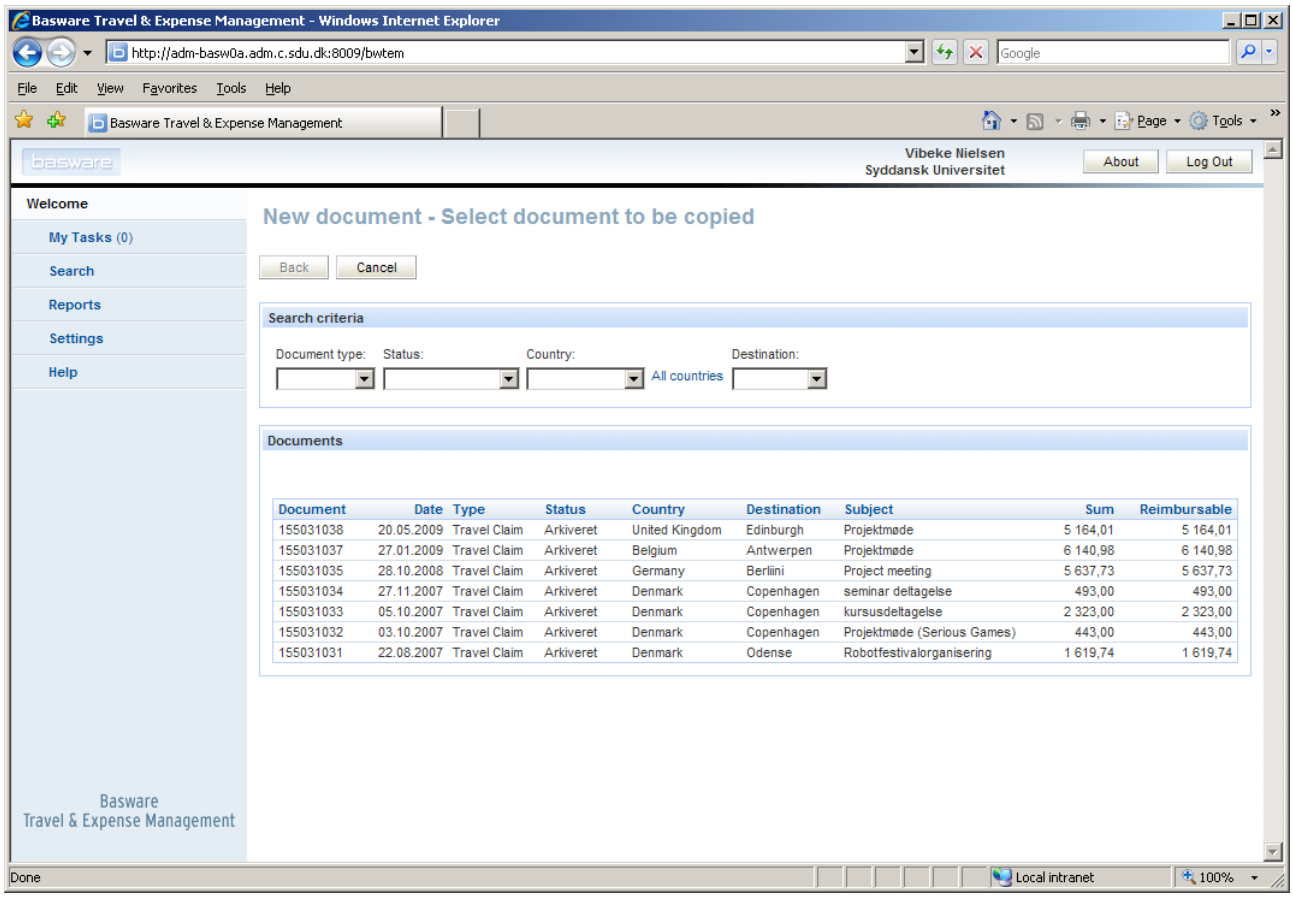
- Select ”Document type”: ”Travel Claim” when reporting a new journey and “Expense Claim” when reporting accrued mileage expenses and/or additions to previous travel claims.
- Click ”Next”.



- 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”.

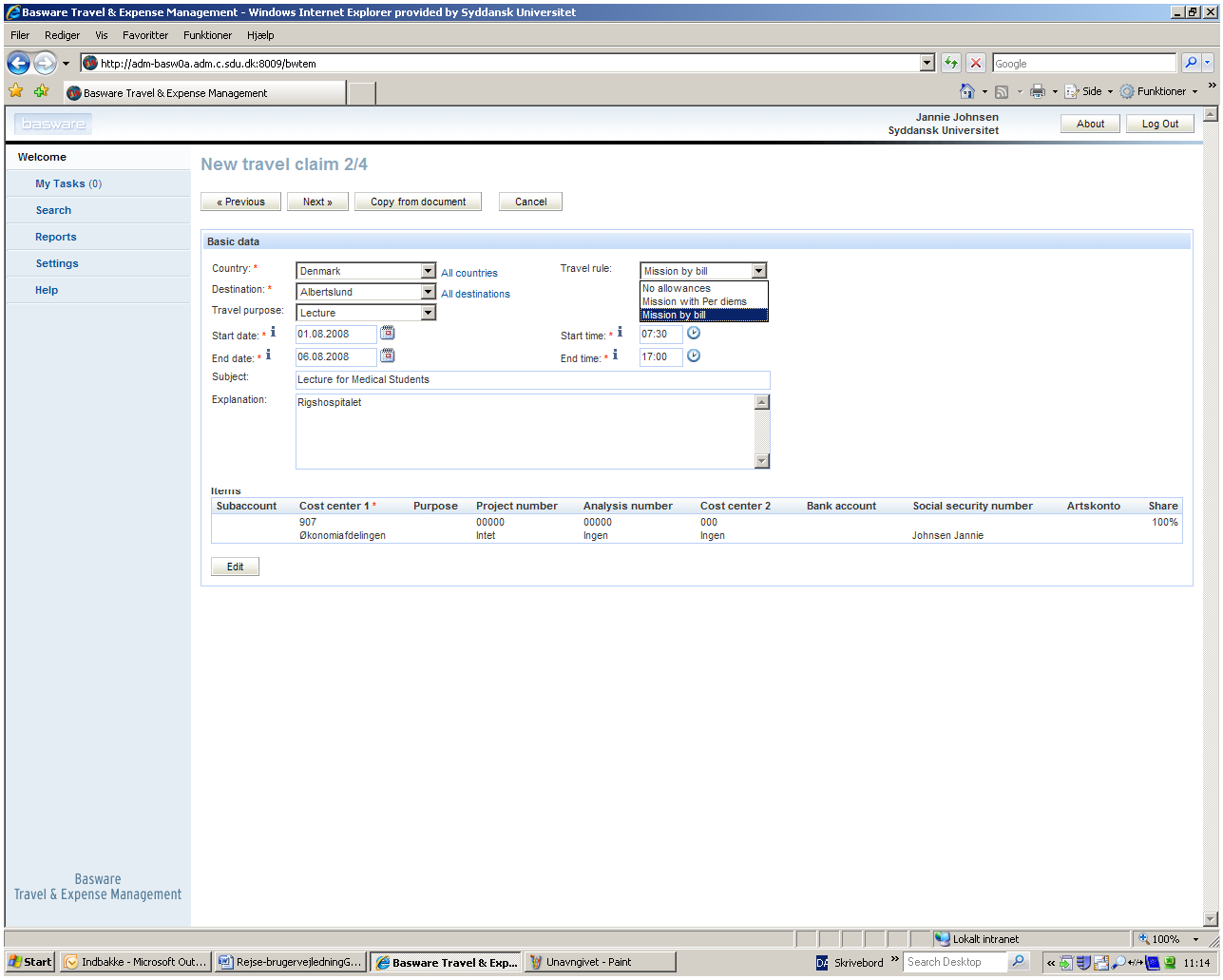


- Select a previous journey by clicking one of the travels listed. The details of the chosen travel appear by clicking ”Back”.
- Change date(s), hours, comments on account codes, transportation and other expenses, if any.

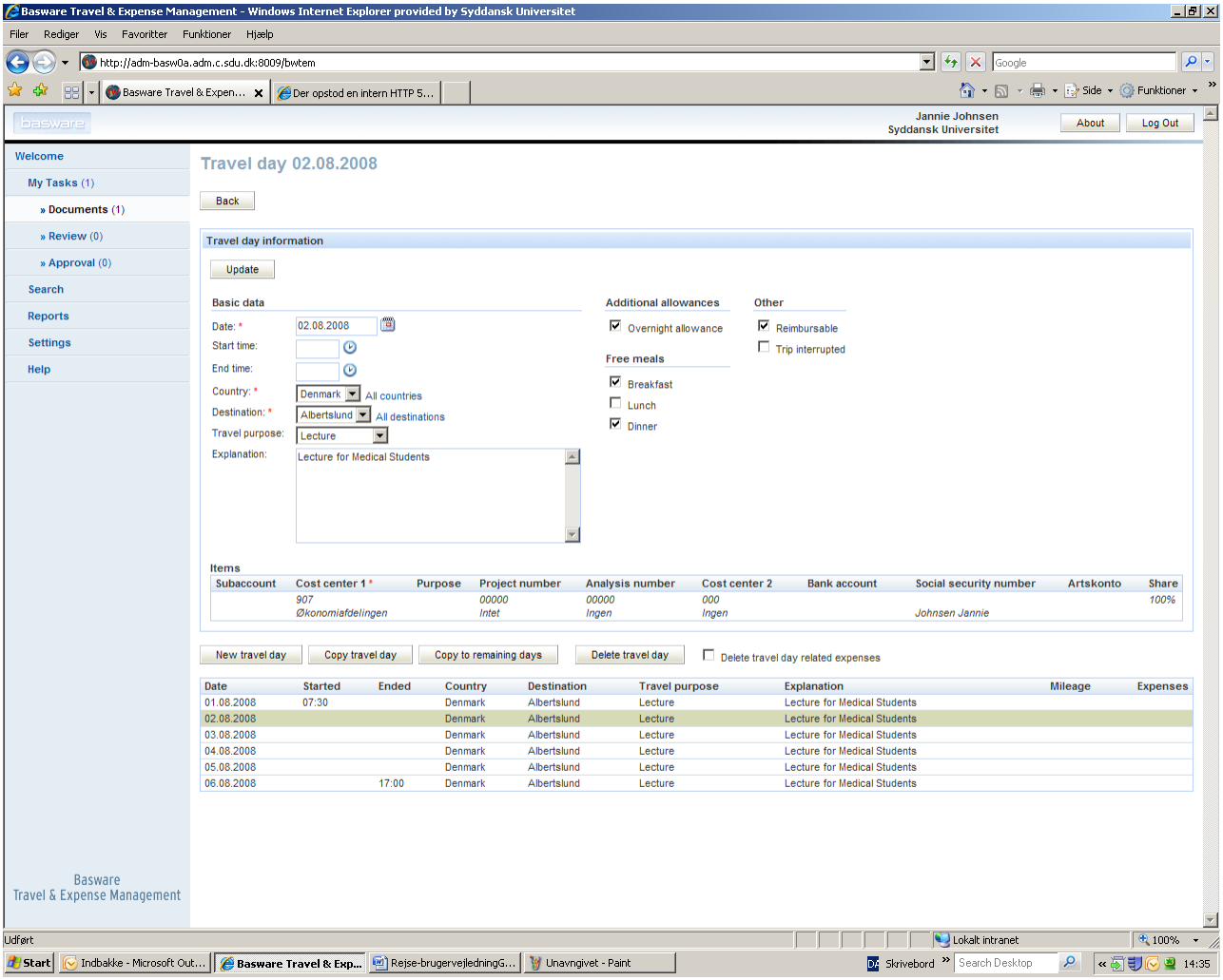


The following instructions apply to new as well as copied travel reports:

- 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).

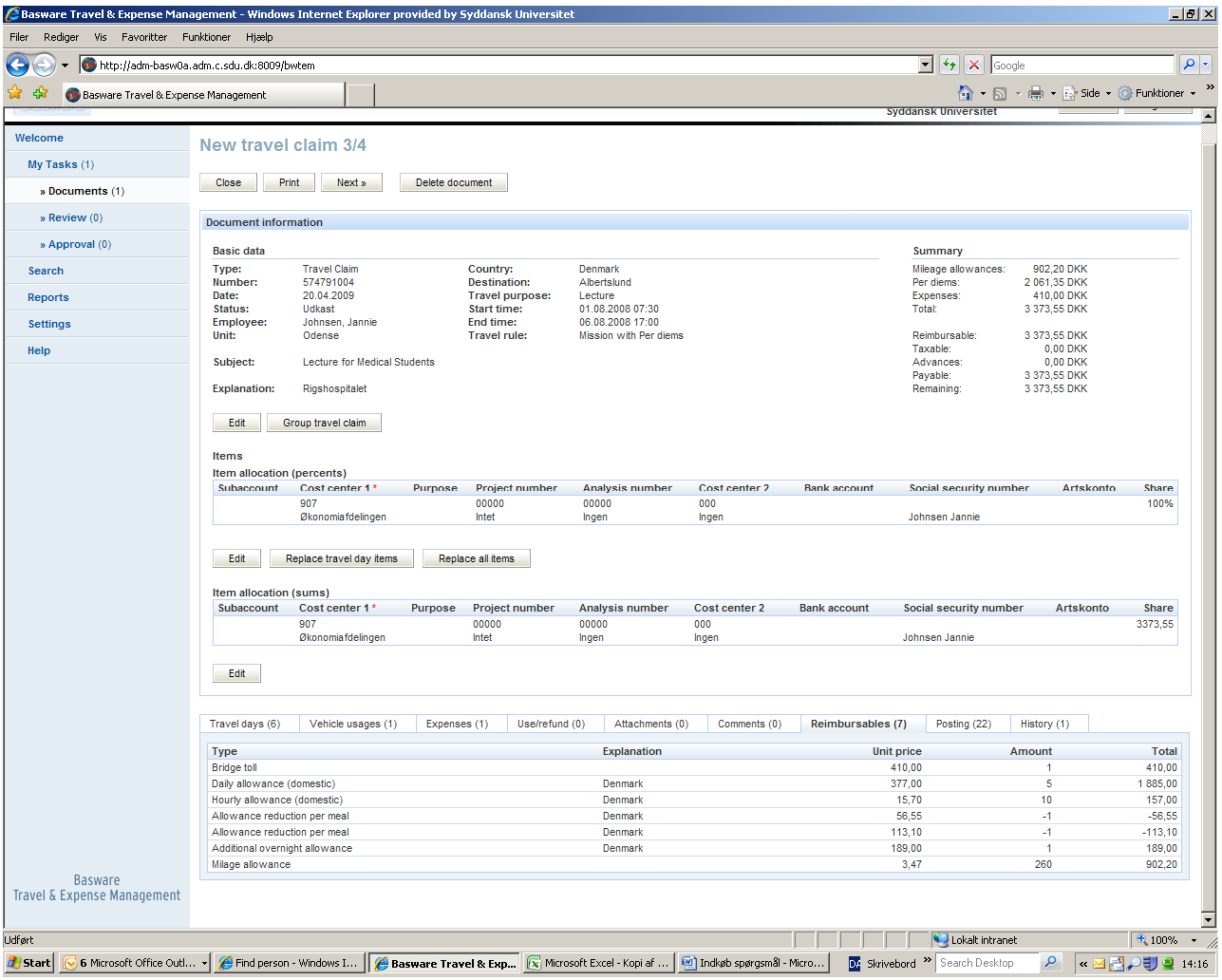


- If ”Mission with per diems” has been chosen as travel rule, meals offered by others must be ticked off in the relevant boxes (see below at the bottom), day by day.
- Click “Update” and “Back”.



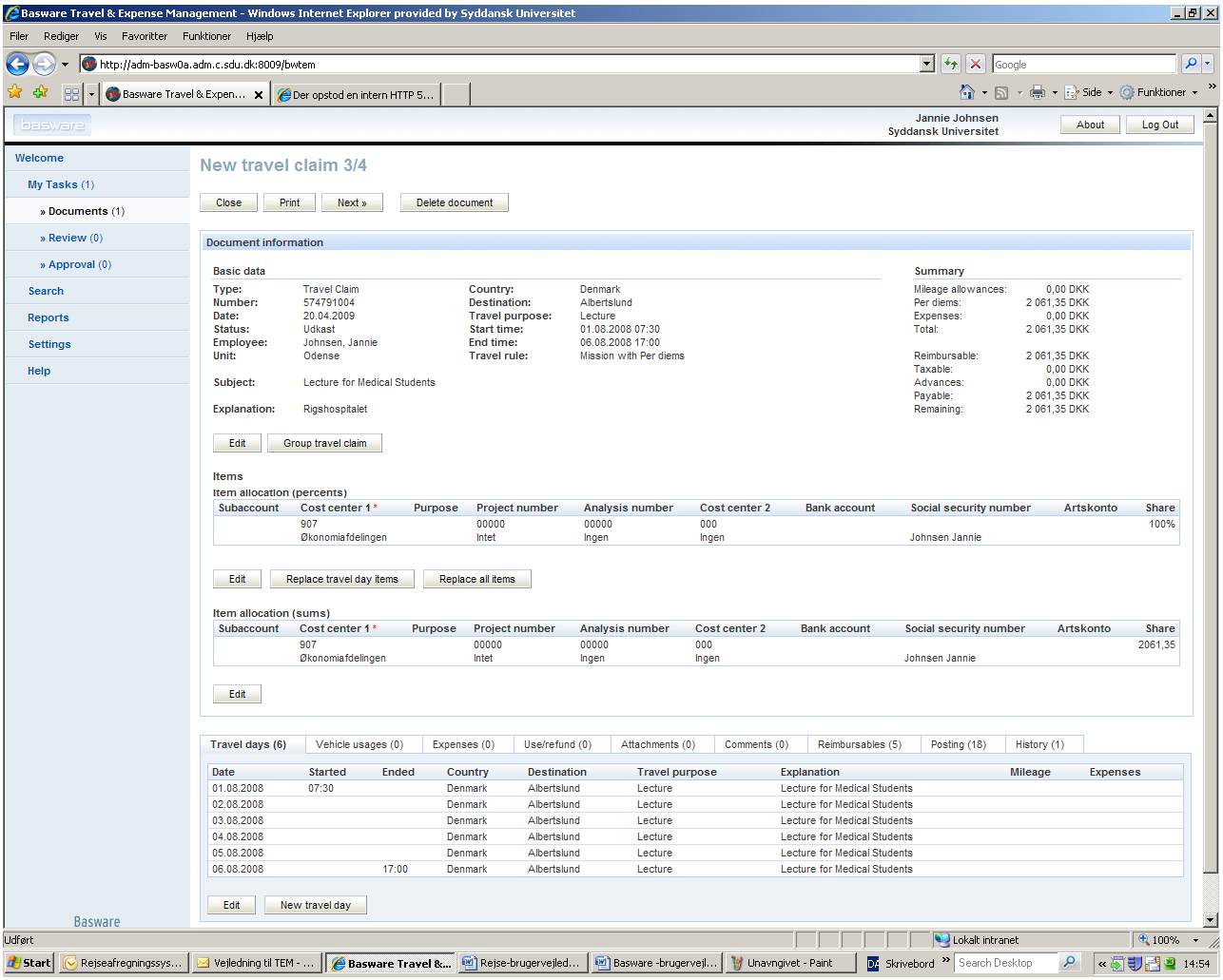
The “Reimbursables” tab:

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



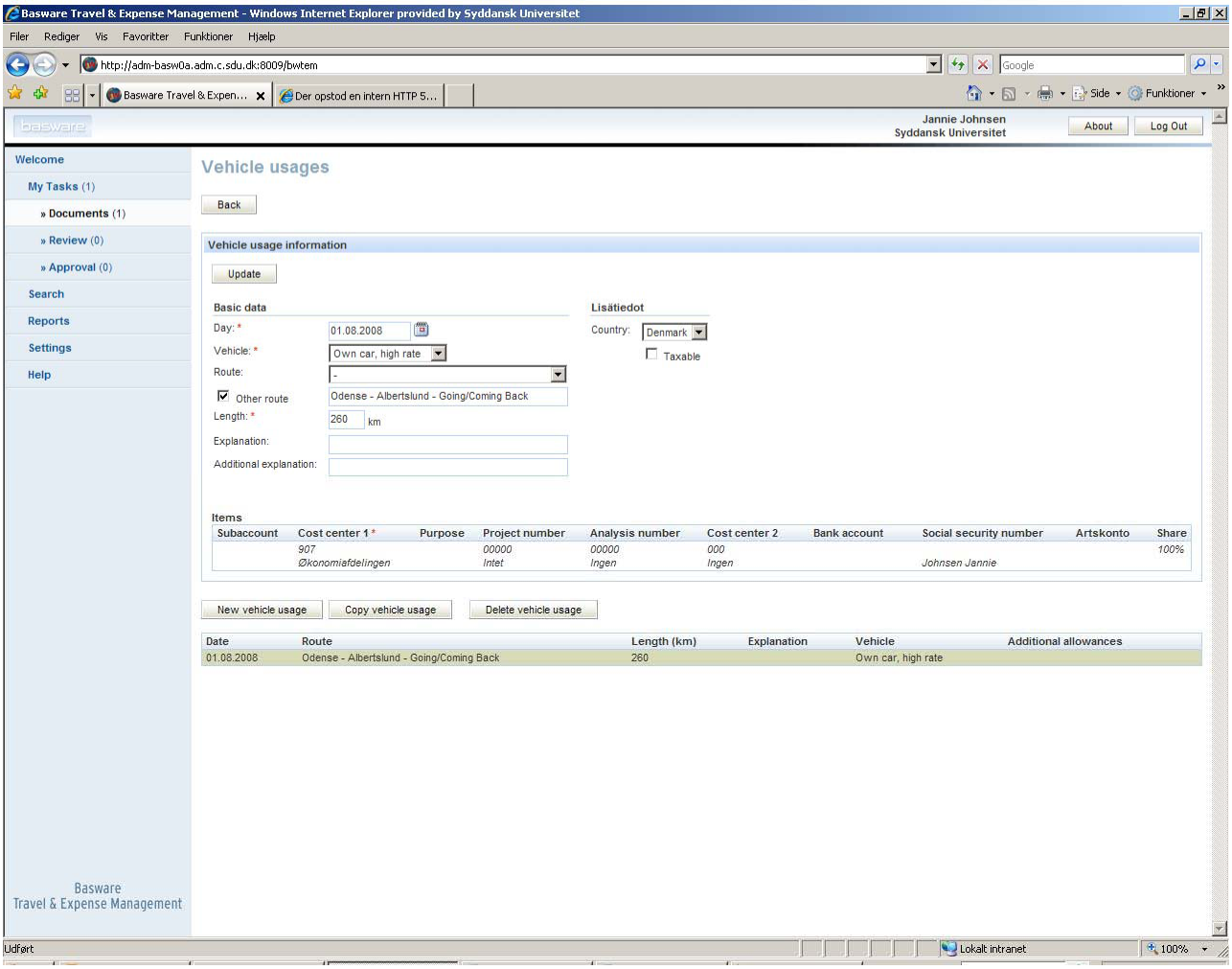
The “Expenses” tab:

- 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.



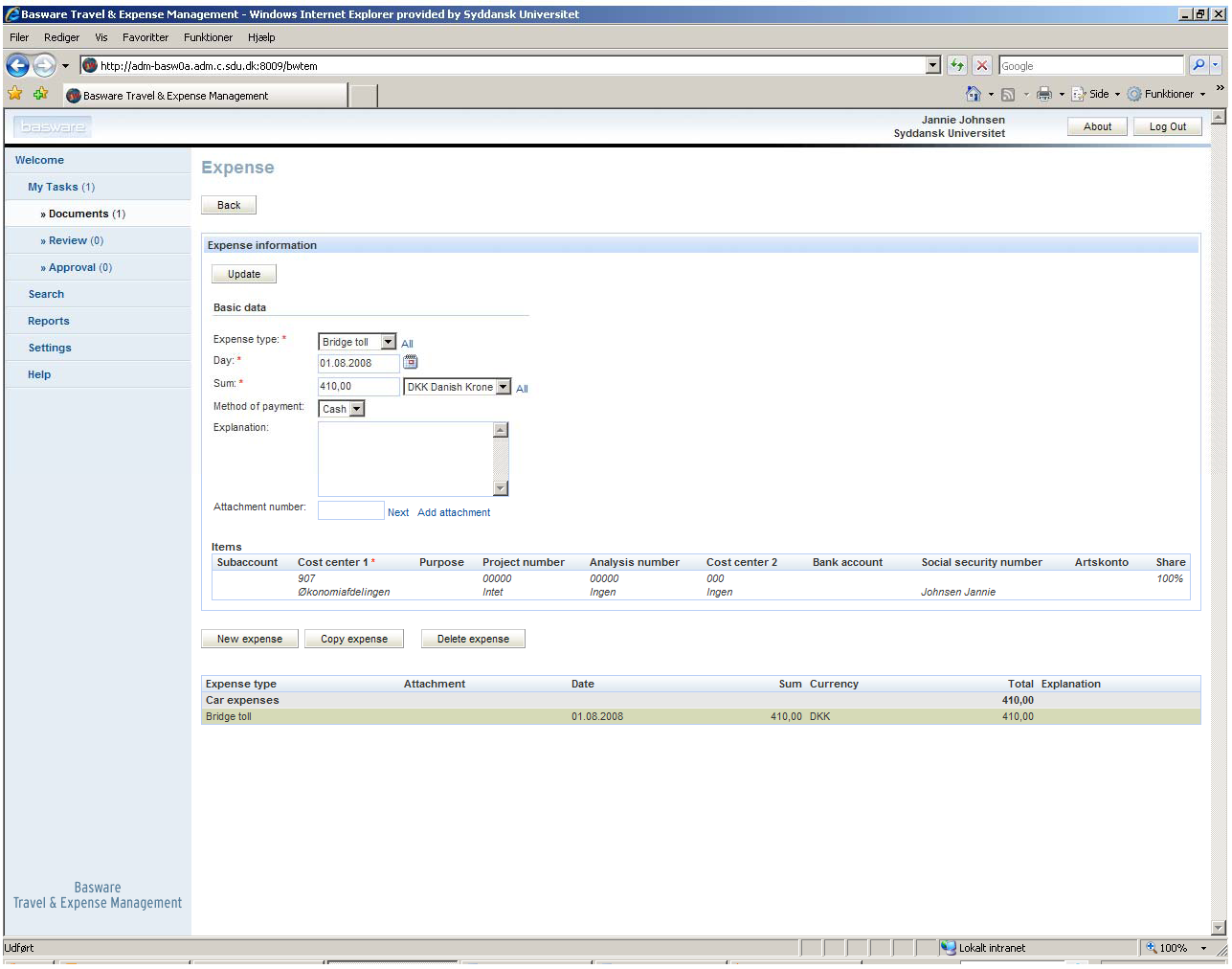
The ”Vehicle Usages” tab:

- 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”.



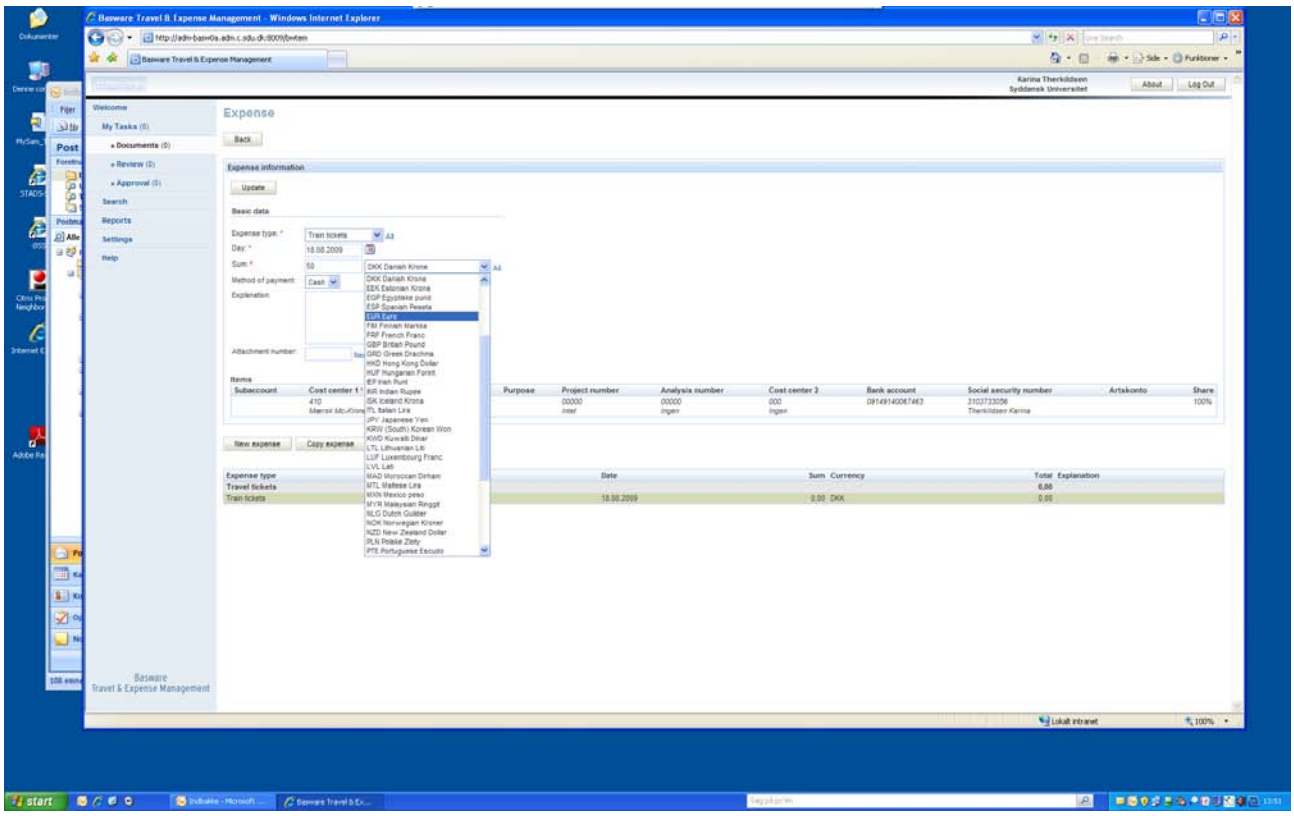
The car ”Expenses” tab:

- 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.
- Clik ”Update” and ”Back” when all expenses have been entered.
- Click “Next”.



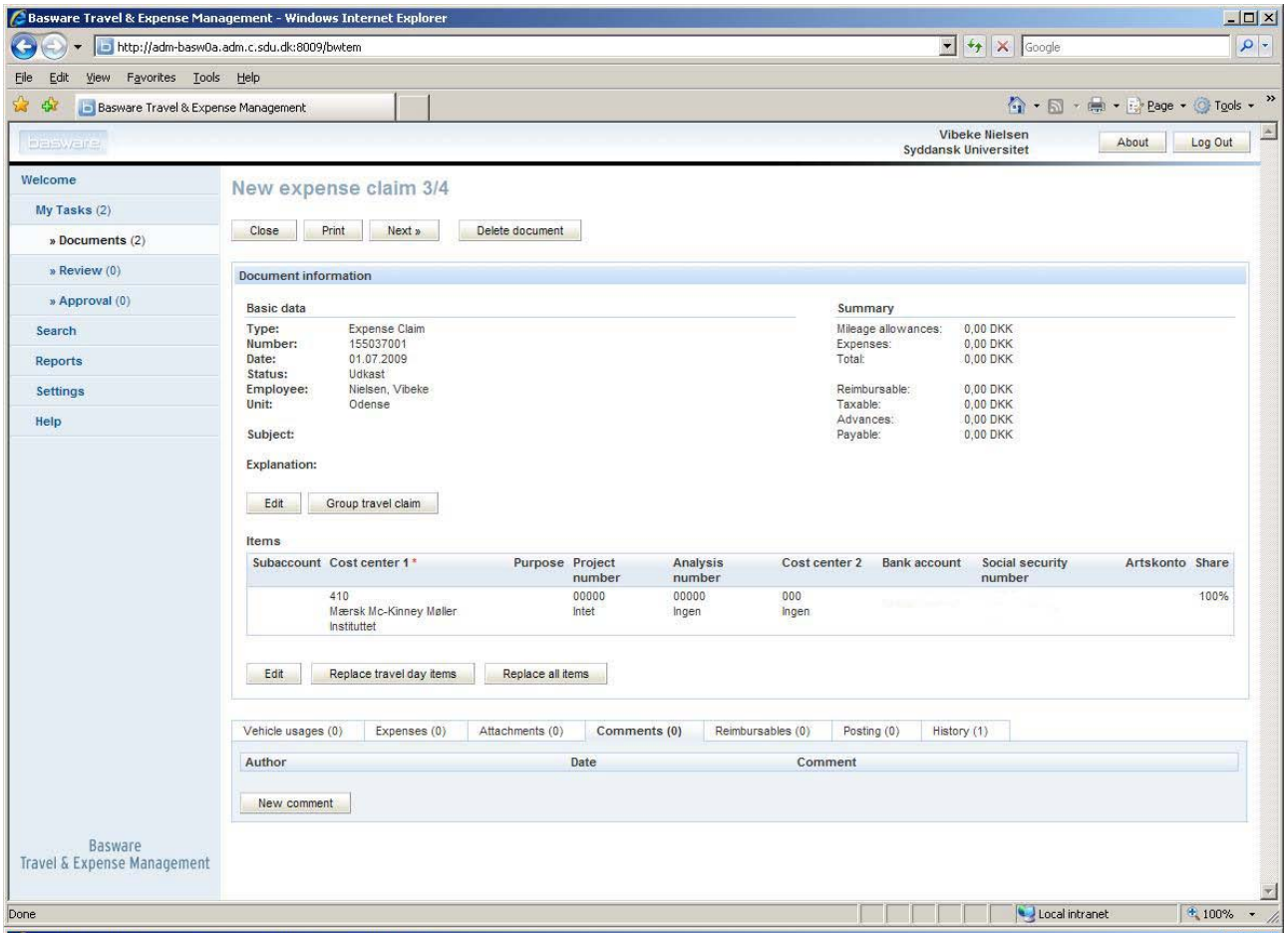
Currencies:

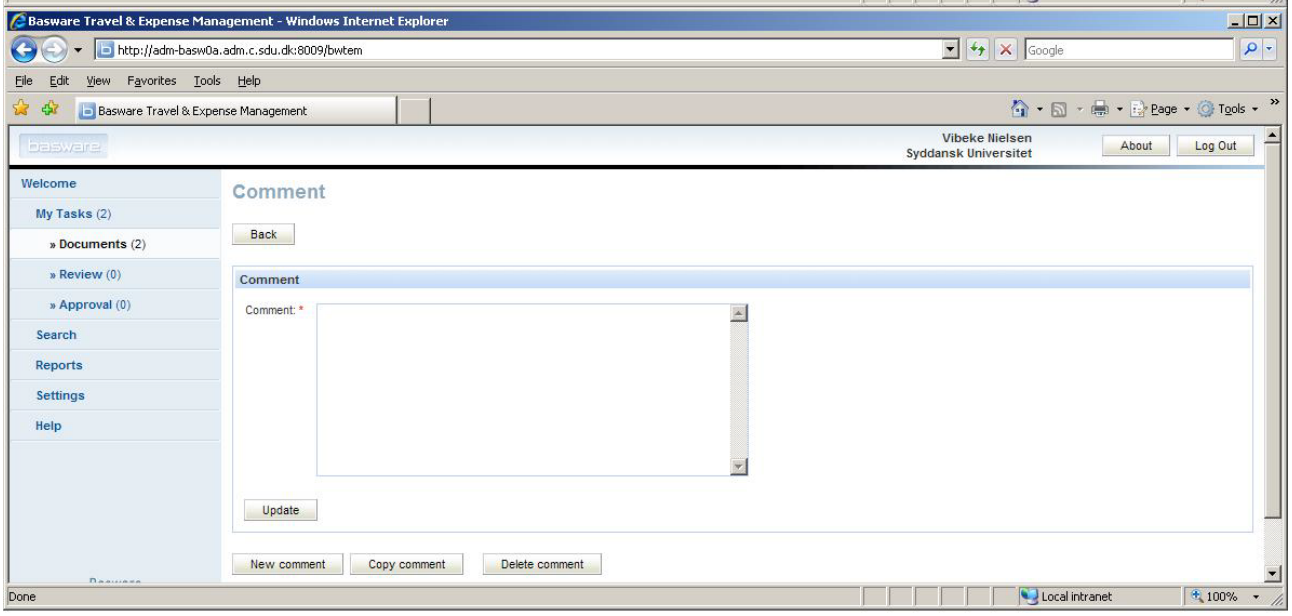
- If expenses have been paid in other currencies than DKK, click “All” for selecting the currency/currencies used during your travel.



The “Comments” box:

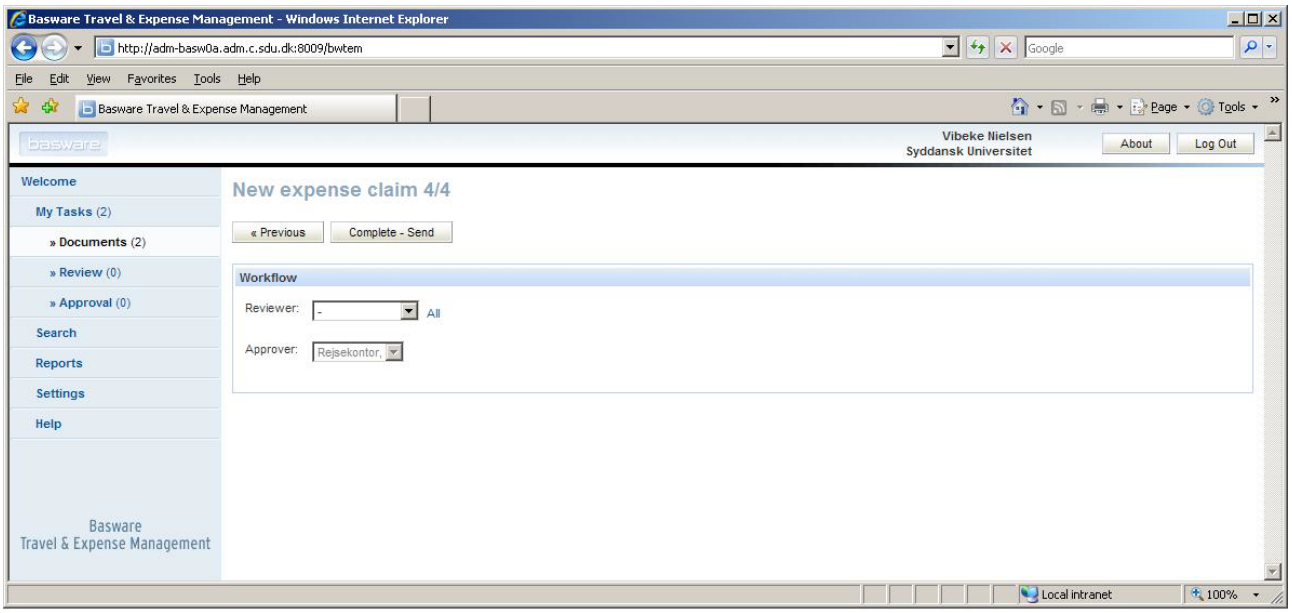
- Select ”Comments” and click ”New comment”.
- Enter account code details, name and/or number of project or other relevant information for the benefit of the relevant secretary.
- Click “Update” and ”Back”.
- When all relevant tabs have been filled out (vehicle usages, expenses, comments), click ”Next”.





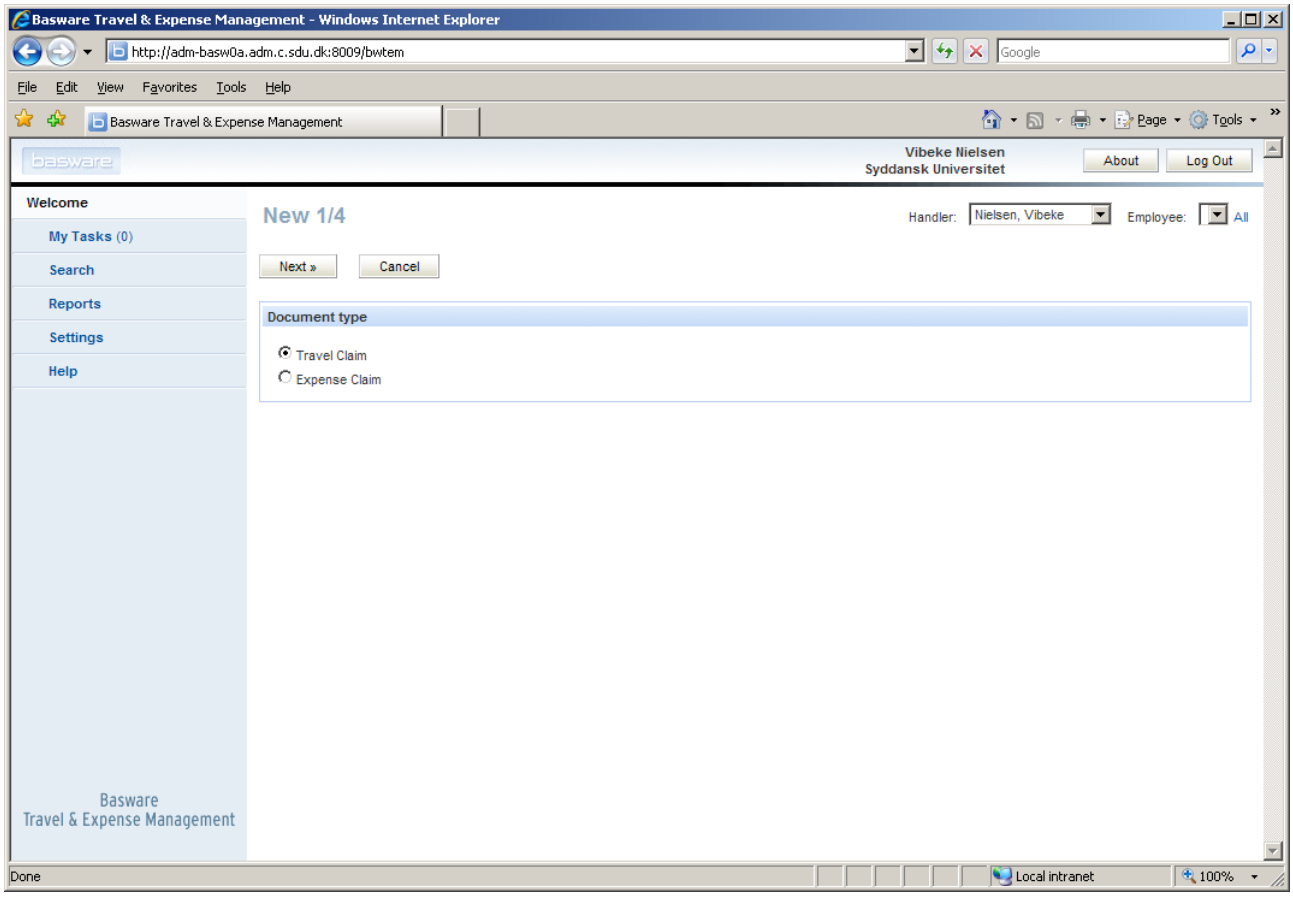
The “Reviewer” box:

- 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.

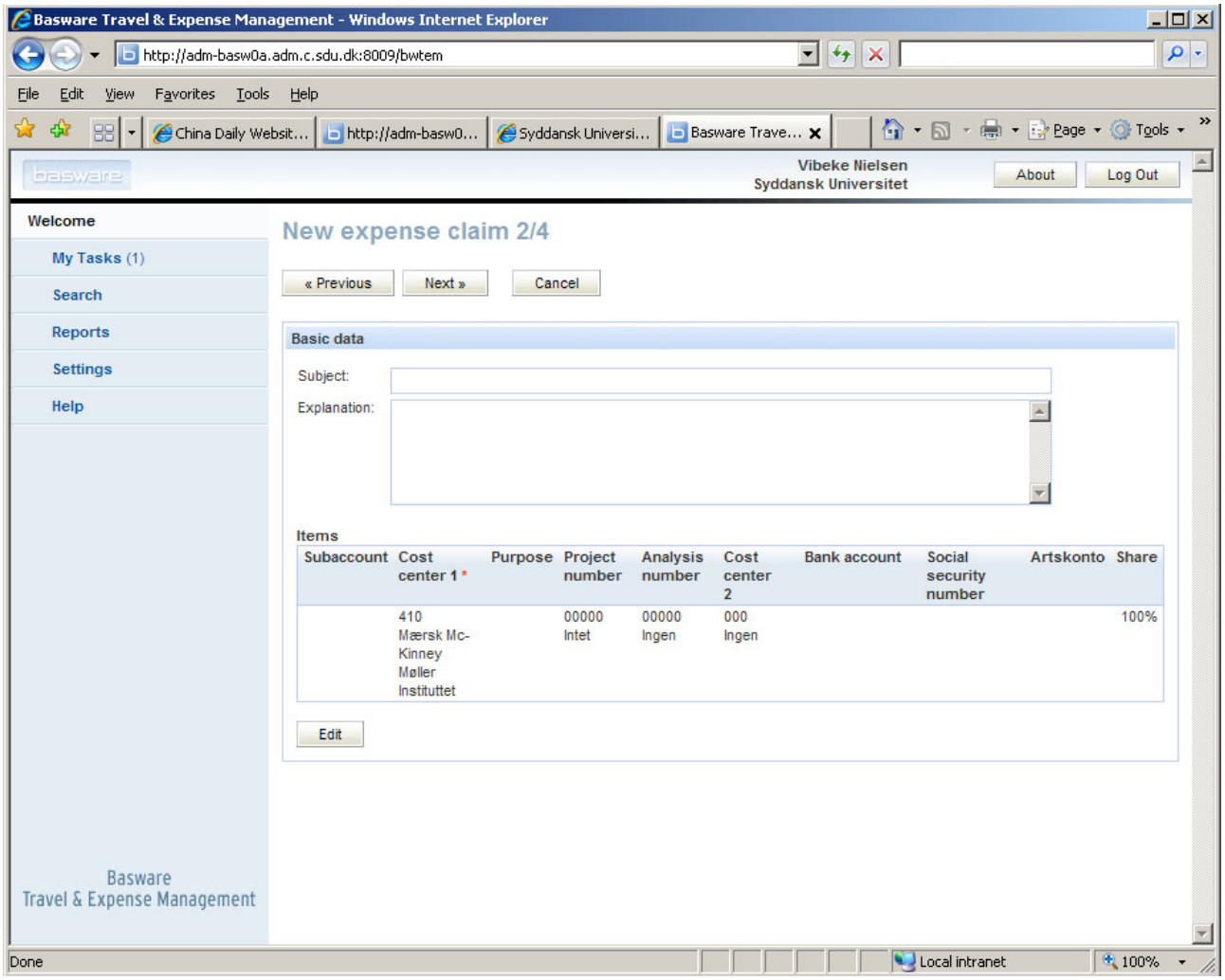
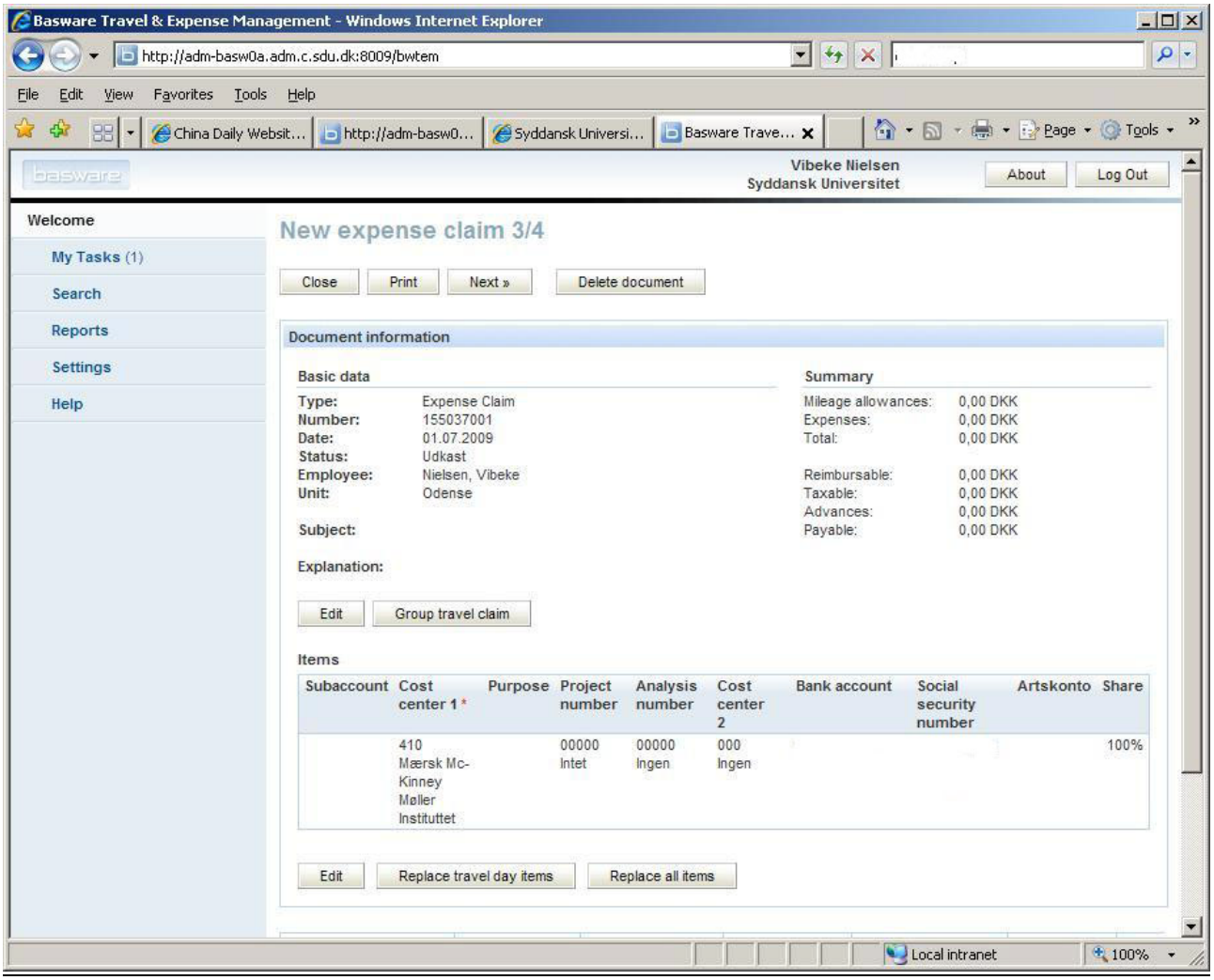


Creation of an Expense Claim form

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



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



- Enter details as explained on page 8 and forward.