

Rejseafregning

Occupation:	
Name:	
Home address:	
Postal Code & City:	
Email:	

Destination:	Place:
	Country: <b>Danmark</b>
Purpose of trip:	

Date of birth (or CPR No.):

The reimbursement will be paid out to your NemKonto

Currency:	
Bank name:	
Account:	
BIC/Swift code:	
IBAN No.:	
Sort code/ABA/Routing/Fedwire:	
Routing number (only USA, Canada):	
BSB code (only Australia):	

Departure	Date (dd-mm-yyyy): - 2020	Time (hh:mm): :
Return	Date (dd-mm-yyyy): - -2020	Time (hh:mm): :
Duration	Days:	Hours:

Expenses	Currency 1	Currency 2	Currency 3	Currency DKK
(Expenses must be documented by receipts, voucher, tickets)	Name: <b>DKK</b> Rate: <b>100,00</b>	Name: Rate:	Navn: Rate:	Total
A. Tickets:				
B. Ticket:				
C. Taxi:				
D. Other travel expenses:				
E. Consumption:				
F. Hotel in DK <input type="checkbox"/> incl. or <input type="checkbox"/> excl. breakfast				
G. Hotel outside DK <input type="checkbox"/> incl. or <input type="checkbox"/> excl. breakfast				
H. Other non-travel expenses*):				
*) eg. Conference fee				<b>Total expenses</b>

Reimbursement	(miles / 1,609 = km)	Amount	Rate	Currency DKK
Private car. Reason for use			at <b>1,96</b> DKK	
Reg. no. vehicle				
Per diem (Only for travels of 24 hours or more)			Total →	
Per diem - Daily			at <b>446,00</b> DKK	
Per diem - Hourly			at <b>18,58</b> DKK	
Deduction for meals received			Total →	
Breakfast			at <b>66,90</b> DKK	
Lunch			at <b>133,80</b> DKK	
Dinner			at <b>133,80</b> DKK	
Undocumented over-night stays			at <b>223,00</b> DKK	
<b>Total reimbursement</b>				

**HUSK**

HE	TS
BSS	NS
ADM	ARTS

Confirmation of the above:

Date \_\_\_\_\_ Signature of the traveller \_\_\_\_\_

Date \_\_\_\_\_ **AUID** Signature (Projektkononom/forretningscontroller) \_\_\_\_\_

Reserved University of Aarhus					
Artskonto	Moms	Sag	*EU	Sagsopgave	Beløb

**Guide**

**Personal details**

Enter all your personal details name, address etc. incl. Danish CPR number if you have one. Payment will be made via NemKonto.

Choose your currency.

Bank Account details should only be entered if you do not possess a CPR number.

**Departure and arrival**

Enter dates & times – this will calculate per diem (travel for 24 hours and above).

**Expenses**

Enter the expenses you have had i.e. trainticket, shuttlebus expenses etc.

Currency chosen by adding the name of the currency from the drop down menu, then the rate.

**Private car**

Enter reason and reg. number.

**Per Diem calculation**

Overview of per diem calculation.

**Deductions for meals**

Deduct no. of free meals from the per diem calculation.

**Undocumented stays**

Enter no. of nights with private overnight stay.

**HUSK**

Do not fill out.

**Signature**

Not necessary.

**Reserved University of Aarhus University**

Do not fill out.

**Send the completed form by e-mail to:**

[Phd.travel@au.dk](mailto:Phd.travel@au.dk)