



**Recipient(s): LGØ, TVÆRS**

**Providing a clear description of the purpose of costs when settling travel and expenses claims in RejsUd and invoices in IndFak**

The 2022 and 2023 audits recommended that, when settling costs in RejsUd and IndFak, a clear and unambiguous description of why and for what purpose the purchase was made must be provided. The audit called for more stringent and detailed information on the purpose of many types of payments and settlements and the participants they involved.

The purpose of this memo is to clarify what is meant by a clear and unambiguous description of purpose when completing expense claims and invoices.

The description of the reason for the purchase must be clear and unambiguous so that it can be understood by third parties. It is therefore not appropriate to write abbreviations without explaining them. Any abbreviations must be well-known, for example, the EU, COP28, etc. The documentation attached to the expense claim must support a description of the purpose and, if relevant, the participants involved.

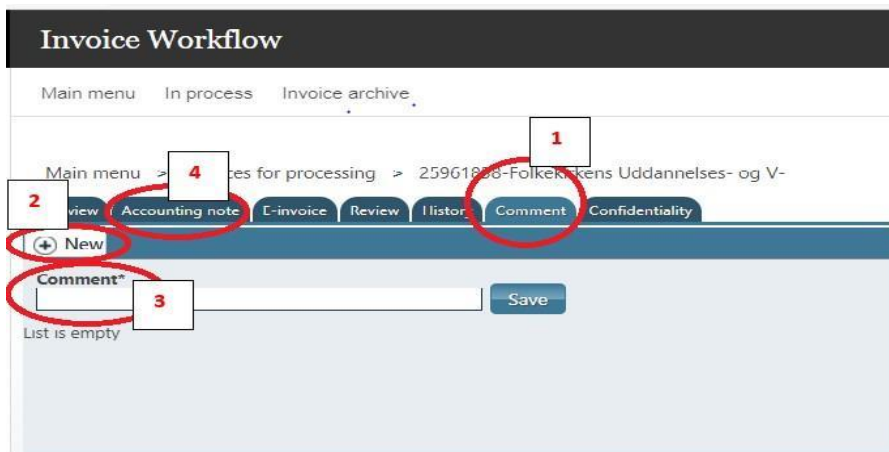
**Where should the explanatory text be included?**

In **RejsUd**, the explanatory text should be in the “Settlement details” field:

Settlement details

Name \*

In **IndFak**, the explanatory text should be in the “Comment” field or in an attachment.





Here are some examples of good explanatory texts.

<b>Reason</b>	<b>Text examples</b>
Fieldwork	Field work in Norway re. Biosociality
Airline tickets	Participation in National Bureau of Economic Research workshop, Boston, Dec. 2023
	Meeting of the Green Expert Group, residential course on the significance of research, 16-17 November 2023
Catering internal meetings	Academic day for classics studies and reception for Associate Professor "name surname"
Catering for meetings with external participants	Dr. Deyong Wang from Aalborg University teaching our PhD students on material characterization
Meals: work-related trip for less than 24 hours (RejsUd)	Dissection of birds for PFAS analysis
Rent	Rent for December during PhD exchange in Beijing
IT	Purchase of plugins for our Allen Heath mixer, which we use for audio in the halls, building xxxx, Kasernen, IKK (Department of Communication and Culture)
	Software (CodonCode) for DNA analysis
Conferences	American Epilepsy Society Annual Meeting, Orlando
	"Young Eastern Europe and Russia experts": AU-KU Student Conference, Thur. 7 Dec. 2023
	Newcastle Conference Reworlding Relations: Anthropology, Art and Design
Use of own car (RejsUd) Transport ticket, e.g. bus, taxi (IndFak)	Carma kick-off meeting in Aalborg 27/11 2023
	Driving to a project meeting in IUPN (Ingeniør Uddannelsernes Pædagogiske Netværk)
	Conference at Zentrum für Militärgeschichte und Sozialwissenschaften der Bundeswehr in Potsdam
	Driving allowance 2 BSS (Business and Social Sciences) for trials on the effect of ketone substances on insulin resistance and metabolism in the heart and brain
Laboratory equipment	Pump for laboratory location no. xxxx/building xxxx
Meetings	Meeting of the Education Committee for agricultural science programmes
	Monthly work day at XX location
	University of Bari, Italy - Collaborative Meeting and Seminar on Familial High-Risk for Mental Disorders
Inaugural lecture - Professor "name surname"	Flowers for inaugural lecture for Professor "name surname"
Rail travel	Inaugural conference - Center for Digital Technology Comprehension
	Copenhagen 14-16 December. Meeting at SMK (Statens Museum for Kunst) with Anne Haack Christensen, Niels Borring and Jesper Svenningsen



Claims in RejsUd must be accompanied by documentation to support the purpose description.

Claims relating to meetings must be documented with the agenda of the meeting, and claims relating to conferences must be documented with the conference programme.

A number of costs must always be documented. In connection with catering, the names of the participants must be provided. If there are participants who are not employed at AU, their affiliation (e.g. university) must be disclosed.

PhD defence and inaugural/resignation lectures must always be documented with the invitation/notice. Rent payments must always be documented with a rental agreement.

Furthermore, all claims must always be documented with an invoice/receipt.

Please refer any questions to:

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