Rules of settling in RejsUd at FOOD
- the short version

Mileage allowance

When do I have a right to get mileage allowance and how much?

In general, the rule of 'additional expenditure' applies here, i.e. you can get mileage allowance for the number of kilometers that underlines exceeds your normal commute between your workplace and residence.

Example: If you normally have 50 km in total to/from workplace and residence, but you have driven 75 km in total due to a meeting somewhere else, you can get mileage allowance for the difference: 75 km – 50 km = 25 km

If you do not go by car on your daily commute between workplace and residence, but e.g. take the train, you have a right to get mileage allowance for the number of kilometers between your residence and the destination / meeting place.

Do you need further support?

If you need further help with how to use RejsUd, you are welcome to contact the FOOD secretariat.

Are you in doubt about which project and activity numbers you should use, your supervisor/leader/ project finance administrator can help you.

See video
(click here, only in Danish)

How to settle in RejsUd

Travel allowance

PhD students
At FOOD, the rule is that you - as a PhD student - do not have a right to get travel allowance (except the disbursement of GSTS's travel grant). Flight, hotel, other types of transportation (as a part of the trip itself), and conference fees can be settled on the project, whereas you must pay for your own meals.

Other staff paid by FOOD
Have you been travelling, and did the trip last more than 24 hours, you have a right to get travel allowance. It is to cover costs for meals and local transportation (transportation that does not relate to the outward / return journey). The travel allowance will be reduced for each meal that you have had for free during the trip, and these free meals must be stated in the settlement under 'Travel'. As a rule, all meals are by default stated as free, and you there-fore have to remove the check marks for the meals that you have paid for yourself. You do not have to upload receipts etc. as documentation in order to receive travel allowance.

If you choose not to receive travel allowance, or if the trip has lasted less than 24 hours, you can settle reasonable costs for meals and local transportation, as long as you upload receipts etc. as documen-tation. The amount should not exceed the rate for travel allowance (see from p. 9 – only in Danish).

Before you go on a trip, it is an advantage to decide which of the methods you want to use, so that you remember to collect receipts. This will also make it easier for you, when you later have to create the settlement.

Other advice

- Remember to **collect and save your receipts** for your purchases – you must upload them as documentation in RejsUd. A credit card receipt for a transaction is not valid; it must appear from the receipt what the money has been spent on. If you lose a receipt by mistake, you can fill out a statement of truth and upload it as replacement for the missing receipt

- You should always give the settlement a **good and elaborate name** and make **eloquent comments** on the various costs – it is a great help for the accounts department, and there is less risk of them returning the settlement to you for corrections

- If you have bought **food and drinks**, it is important to state whether you had it as a meal or whether the food and drinks have been used as a part of an experiment / teaching. If you had the food and drinks as a meal with others, you must write the full name of each person and their affiliation (company / organization) in RejsUd

- **AU's name must be stated on invoices**; otherwise, Danish VAT cannot be refunded

- If the accounts department **returns the settle-ment**, it will end up in the folder 'Create/edit settlement'. Place the mouse over the small icon with three dots in order to read which changes you should make

- Find **links to more information**, guidelines, and rules under 'Travels and Settlements' at FOOD staff portal

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