

# AURUS - Quickguide

- Flights can be ordered via CWT, alternatively, you can book the trip through the airline's own website. Ordering via search engines (e.g. Momondo) is not allowed.
- In the case of travels abroad the head of department must be notified of the purpose and the period for the journey via: [head@cas.au.dk](mailto:head@cas.au.dk) and he must approve of the travel before travelling
- The insurance card is valid for official travels abroad during the period of employment. The card MUST always be brought along on travels.
- **Important:** Always remember that if you are on private holiday before, during or after the mission, the insurance card is not valid. Please contact your own - or AU's insurance company regarding special insurance for the private part. It is not certain that your own insurance applies when the private part is in connection with a business trip.
- Name on airline ticket must be consistent with the name in your passport as well as in your CWT profile. If the names do not match, it can cause problems at the airport. Correction of the name in your CWT profile is your own responsibility. The secretary cannot do it for you.
- As a starting point, you are not allowed to withdraw cash from your AU MasterCard. However, there are a few exceptions. Please Contact your local AURUS secretary if you are in doubt.
- If your journey and/or accommodation are funded externally or by the university, please contact your local secretary BEFORE ordering.
- According to the government's rules, please always remember to book the cheapest possible means of transport, both when you travel, but also when you invite guests unless there is a reason for a more expensive means of transport, which must be stated in the settlement.
- In terms of catering, full names of the participants and their affiliation must be stated (e.g. SDU, KU, AU)
- Always state project and activity number (For example IKS travel account 17518, activity number 82101)
- Receipts must always be attached. Master card receipts are not sufficient documentation. If a receipt is lost, you need to fill in a solemn declaration for the amount.
- "Travel expense report" in AURUS must only be used if you have been away more than 24 hours and apply for "hour-day" compensation. If not, you must settle the expenses using "expense claim form".
- It is only possible to get mileage allowance from workplace to meeting /destination or from home, if there is a shorter distance than from the work site.
- Travels may not take place by car-pooling or private rental of cars found through online services such as GoMore or similar.
- Overnight stays in Denmark must be arranged in accordance with AU's hotel agreement and may not be arranged using private providers such as Airbnb or similar. For stays abroad, it is up to the employees to assess which type of accommodation they wish to arrange as long as it is within the framework and amount available in the Agreement on Official Travel.

Your local AURUS secretary is always at your disposal with guidance regarding ordering and payment.

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- Anja Elley – building 1461-1463 (phone 871 62662, [ae@cas.au.dk](mailto:ae@cas.au.dk))
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