



# RejsUd Mini Guide



SCHOOL OF CULTURE AND SOCIETY  
AARHUS UNIVERSITY

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# WHAT IS REJSUD?



## REJSUD - EXPENSE AND TRAVEL REIMBURSEMENT

RejsUd is a "Travel Expense Management System" used for reimbursement of personal expenses related to Aarhus University activities. Transactions from an AU credit card purchase enters RejsUd automatically.

AU credit cards may be issued to persons affiliated with Aarhus University who have a Danish civil registration number (CPR no.). Apply for a credit card on this website: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en) – search: **Credit cards**.

You can use the AU credit card for cash withdrawals abroad. However, It is not permitted to make cash withdrawals in Denmark. Rules and regulations for AU credit cards are available on: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en) – search: **Credit cards**.

### EXAMPLES OF PERSONAL EXPENSES:

- Train, flight, and bus tickets
- Small purchases such as books, gifts, etc.
- Meals during your trip (only if you didn't apply for daily allowances)
- Meals at cafés, restaurants, etc. See also p. 5.

RejsUd is also used for settling per diems and private car driving. See pp. 7–8.

## SETTLE YOURSELF

Your personal RejsUd user account is automatically established when you start at IKS. So, from day one you are actually able to settle your expenses yourself!

On this website: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en) - search: **RejsUd** - easy guidelines are available. Besides, the IKS RejsUd and REEX Team is able to teach you how to get started. On p. 9, a checklist helps you to prepare the documentation.

When settlements are registered in RejsUd, ARTS Finance receive them for review and approval. Your refund is available within 1–3 weeks.

## THE IKS REJSUD AND REEX TEAM

Do you have any questions to AU's procurement rules, how to submit the documentation correctly etc? Please contact the IKS RejsUd and REEX Team! Use our shared mailbox:

Email: [RejsUd-REEX@cas.au.dk](mailto:RejsUd-REEX@cas.au.dk)

# HOW DO I PREPARE MY PURCHASES?

## WHO PAYS FOR MY PURCHASES?

Which account is paying? What is the project number? And the activity number? This you need to know before you start filling out the settlement form in RejsUd. If you use university funds, please ask the manager in charge. For external funds, your project economist at ARTS Finance will help you find the correct project and activity numbers.

Purchases made with university funds and external funds are considered AU property. Therefore, they cannot become private property or be taken to another department when you leave the School of Culture and Society.

## AU PURCHASING AGREEMENTS

If you plan to book a hotel or buy goods, please make sure you comply with Aarhus University's purchasing agreements. AU has agreements with selected hotels, travel agencies, and other suppliers such as furniture and office suppliers. All purchases must be made according to these agreements. Please also be aware of rules limiting your expenses, e.g., for hotels, meeting catering, restaurant visits, gifts, etc. See pp. 4–6.

## THE INVOICING PROCEDURE

The invoicing procedure at Aarhus University is fully electronic - from receiving an invoice, approval and then payment. AU's **EAN number (European Article Number)** must be used for electronic invoicing in Denmark. The system, Statens Digitale Indkøb (SDI) receives the electronic invoices, and here, the IKS RejsUd and REEX Team helps you to process the invoices.

- **DENMARK: PURCHASE INVOICES**  
AU does not accept paper invoices/attached invoices from Danish companies. Ask them to use our EAN number. If they don't accept this, please find another supplier.
- **ABROAD: PURCHASE INVOICES**  
AU accepts paper invoices/attached invoices from suppliers outside Denmark. Please forward the invoice to the IKS RejsUd and REEX Team: **RejsUd-REEX@cas.au.dk**

## PURCHASE INVOICES AU BANK INFORMATION

### BANK

Danske Bank, Bernstorffsgade 40,  
1577 København V

- **EAN:** 5798000418301
- **Account number:** 0216 4069053238
- **P-number:** 1014119171
- **CVR:** 31119103

### INVOICE ADDRESS

*Use the AU address - never a private!*

Aarhus University,  
School of Culture and Society  
Name of your department + address

### PLEASE INCLUDE:

- Your name
- Purpose of your activity
- Project and activity number
- Name of your department

## MORE INFORMATION?

Search for "RejsUd" and  
"Purchasing agreements" on:  
**[medarbejdere.au.dk/en](https://medarbejdere.au.dk/en)**

Find the keywords in  
the alphabet

# HOW DO I BOOK TRANSPORTATION?



## TRAVEL BOOKING

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A public institution like Aarhus University must show restraint in general spending. So, we all have an obligation to consider our own travel habits, and to challenge the need for transport. Please always choose the most budget- and climate-friendly transportation.

When booking travel, you have two options:

- Book directly with the transport company (flight, train, bus, etc.)
- Get help from CWT – AU's travel agency

Aarhus University has a purchasing agreement with the **travel agency, CWT**. You cannot use other travel agencies or search engines such as Momondo, etc.

Aarhus University is subject to the Danish State's self-insurance scheme. So, do not purchase a cancellation insurance.

## ASSISTANCE FROM CWT

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AU's travel agency, CWT helps all AU employees book flights and hotels abroad. In order to receive assistance from CWT, you must have a CWT travel profile and a RejsUd profile. The IKS RejsUd and REEX Team will help you.

Contact CWT: [au.dk@contactcwt.com](mailto:au.dk@contactcwt.com). Include date, destination, and preferences for departure or arrival. Very soon, you will receive 2–3 travel proposals. Travel and hotels can also be booked on CWT's online travel portal.

## GUESTS BOOK TRANSPORTATION THEMSELVES

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Guests from Denmark and abroad must book their own transportation. Please book economy class and directly with the transport company. The IKS RejsUd and REEX Team takes care of the reimbursement as soon as the documentation is ready.

Your **department secretary** offers help to book hotel for guests visiting Denmark.

## IMPORTANT: TRAVEL INSURANCE

When you travel outside Denmark, you always need approval from the head of the department. Please send information about duration, destination and purpose of the trip. An approval by email is considered valid proof of travel insurance coverage, which is crucial for covering e.g. unexpected medical emergencies, trip cancellations and lost luggage.

Email: [head.cas@au.dk](mailto:head.cas@au.dk)

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# HOW DO I BOOK ACCOMODATION?

## HOTEL

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When booking a hotel room, please be aware of the AU hotel agreements, which depend on the country you are staying in:

### BOOKING HOTELS IN DENMARK

AU has agreements with a number of hotels in Denmark. Find the list on: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en) – search: **Hotel agreements**.

### BOOKING HOTELS ABROAD

If you need to book one or more nights abroad, you must book directly with the hotel or through AU's travel agency, CWT. CWT is aware of prices and your options when you need to book a hotel stay abroad. A small service fee is charged for the booking.

Hotel agreements abroad depend on the country you are traveling to. Please look at [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en) - and search: **Hotel allowance**. The maximum hotel prices are listed in the applicable rate adjustment circular in the menu to the right.

## AIRBNB

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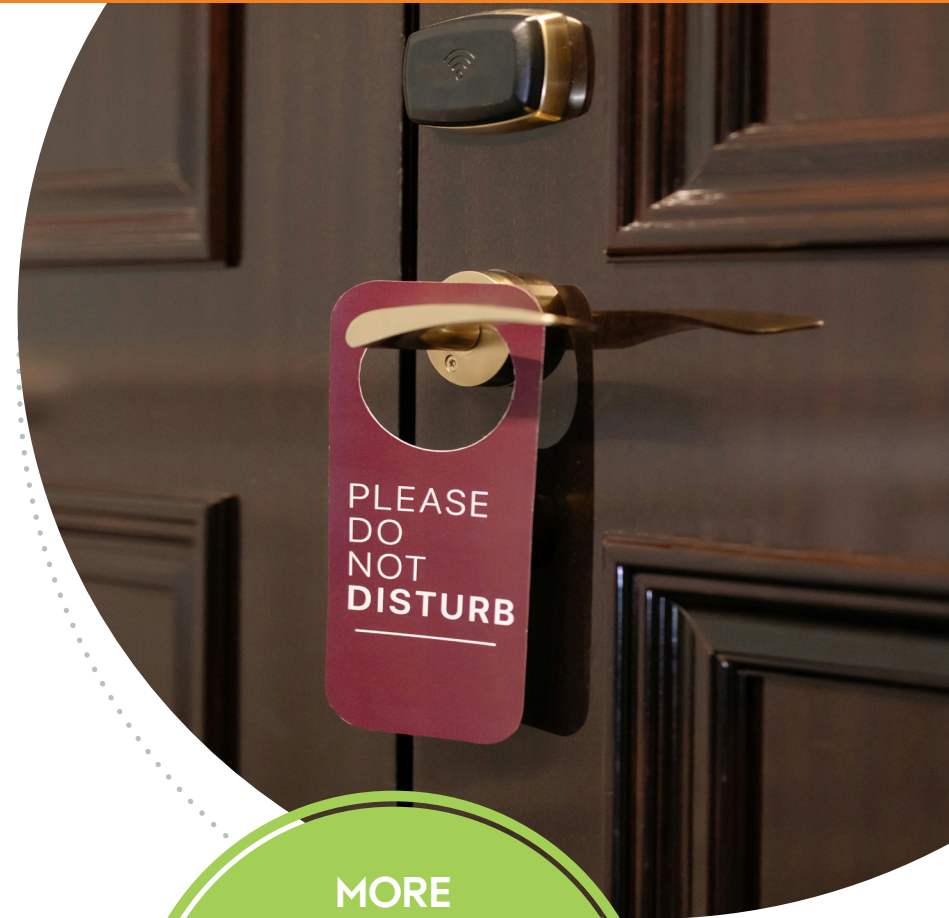
AU employees cannot book AirBnb in Denmark, because the Aarhus University has hotel agreements for domestic accommodation. Guests and non-AU employees are allowed to use Airbnb in Denmark.

AU employees are allowed to book accommodation abroad as long as the requirements for invoicing and hotel allowances are met.

## RENT

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If you stay somewhere for more than 28 days and pay rent, you must make a tenancy agreement. When settling rent expenses in RejsUd, this agreement must always be attached as part of the documentation.



### MORE INFORMATION?

Search for "Travel policy", "Travel insurance", "Hotel agreements" and "Hotel allowance" på: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en)

Find the keywords in the alphabet

# WHEN CAN I ORDER CATERING?



## PLEASE SHOW MODERATION

As a public institution, Aarhus University is committed to moderation. No matter if the money comes from AU or externally funded projects, AU encourages to exercise restraint and to ensure that the expenses incurred are reasonable with the purpose of the meeting. Please always check AU rules and your options before ordering.

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## CATERING FOR MEETINGS

### MEETINGS WITH INTERNAL PARTICIPANTS

For regular internal meetings, it is possible to order coffee, tea and water. As a general rule, AU will not cover the cost of food or other drinks for these meetings:

- Department meetings (the department secretary has a small budget for buying biscuits, nuts etc),
- Working group meetings
- Project group meetings

For these meetings below, it is possible to order fruit, chocolate and cake. Occasionally, sandwiches may be served when the meeting needs to be scheduled during or immediately before/after lunch:

- Council and committee meetings
- Cross-organisational management meetings
- Presentation, dialogue and work meetings involving units from another faculty/administrative division

Always ask the head of your department for permission to order catering if the cost will be charged from the department's account.

### MEETINGS WITH EXTERNAL PARTICIPANTS

As a general rule, members of staff at Aarhus University cannot dine out in cafes, restaurants or similar establishments using university funds. This rule also applies if the money comes from externally funded projects.

An exception is special occasions that are clearly connected to work-related activities and include external guests:

- Guest lectures
- Completion of major committee work, including assessment committees
- Academic events
- Representation that promotes AU's activities

# HOW IS CATERING SETTLED?

## IMPORTANT WHEN ORDERING CATERING

- **EXPENSES LESS THAN DKK 3.000**

Expenses less than DKK 3,000, you can pay on-site with an AU credit card or a personal credit card. Please keep the original receipt for documentation.

- **EXPENSES MORE THAN DKK 3.000**

If the expense is more than 3000 DKK, the restaurant or other supplier must send the invoice electronically to Aarhus University by using our EAN number (see p. 2).

The invoice must be **addressed to Aarhus University**. If not, the VAT cannot be deducted and your project will be charged for the expense. Always check BEFORE ordering if the venue is able to handle invoicing with EAN number. If not, you must find another supplier.

- **MAXIMUM EXPENSE PER PARTICIPANT**

The current rates are listed on the website: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en) – search: **Catering and Representation**. If the amount limit is exceeded without prior approval, you will have to pay the excess yourself.

- **TIPS AND ALCOHOL**

Expenses for tips are not covered. Some countries are exceptions. Expenses for spirits (hard liquor) are not covered. One beverage (wine/beer/water) per person may be included with lunch or dinner.

- **PARTICIPANT LIST**

If you buy meals or other catering for others than yourself, please always attach a participant list to the expense claim. "Catering" includes everything that you can eat or drink – meals consumed in restaurants/cafés, ordered catering and even small purchases such as fruit, biscuits, cakes, etc., from supermarkets, kiosks, and similar.

The participant list must include purpose of the event, the full names of the participants, and the participants' affiliation.



### MORE INFORMATION?

Search for "Refreshments for internal meetings" on: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en)

Find the keywords in the alphabet

# HOW IS TRAVEL BY CAR SETTLED?



## MORE INFORMATION?

Search for "Travel" and "Travel policy" on: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en)

Find the keywords in the alphabet

## THINK ABOUT HOW YOU TRAVEL

The travel policy at Aarhus University explicitly encourages to think about travel habits and reconsider forms of travel. It is important that you choose transportation that reflects AU's values of moderation and consideration for the environment.

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## PRIVATE TRANSPORTATION

Aarhus University reimburses mileage for business-related travel in personal vehicles, submitted via the RejsUd system.

You can only request mileage allowances for distances in addition to your daily drive to and from your workplace at AU, and if it is driven by yourself in your household's car. If someone else drives your car back after leaving you at your destination, you cannot receive reimbursement for this return trip.

Mileage reimbursements are paid at the low rate. If you are allowed to receive mileage allowances with high-rate you must attach a copy of a valid high-rate authorisation to the settlement in RejsUd.

In RejsUd, you must provide:

- Start and end address (AU and your meeting destination)
- Port and ferry route e.g. if you used a ferry to shorten the driving to Zealand
- Car registration number
- Date of outbound and return
- Title and purpose of the meeting etc.
- Any program, invitation, or other documentation

## PUBLIC TRANSPORTATION

Busses and trains are also low-cost-effective options. Book your own tickets and pay with your AU credit card or your own credit card. Right after your payment, you will be able to handle the reimbursement in RejsUd.

Taxi may be used when public transport is not practical. Remember to keep original receipts as documentation for settlement in RejsUd. Bank statements cannot be used as documentation.

# HOW ARE PER DIEMS SETTLED?

## PER DIEMS - DAILY ALLOWANCES

Aarhus University provides per diem allowances (daily allowances) to cover meals, small necessities, and local transportation during official trips. To receive per diem allowances, your official trip must last at least 24 hours and include an overnight stay. Per diems are managed through the RejsUd system.

Per diem allowances are paid at a fixed daily amount. This amount is adjusted every January and depends on which country you are visiting. See: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en) - **Search: Travel policy** - General guidelines for work-related travel.

As a general rule, 75% of the amount should cover the costs for these three meals: breakfast, lunch, and dinner. The remaining 25% covers small necessities such as snacks between meals, local transportation from the hotel to the venue, newspapers, etc.

If you receive “free meals” during the official trip, your per diem allowances must be reduced. Free meals include e.g. hotel breakfast or lunch as part of a conference. Technically in the RejsUd system, you remove the mark at the meals that you have paid for yourself within the period of travelling.

## HOW TO SETTLE PER DIEMS

When settling per diems, you need this information:

- Date and time of departure
- Date and time of return
- Name of the city and country you traveled from
- Name of the city and country you traveled to
- Which meals did you receive for free? And which did you pay for yourself? (breakfast-lunch-dinner).



## MORE INFORMATION?

Search for “Travel policy”  
 (“Meals: Workrelated travel...”)  
 on: [medarbejdere.au.dk/en](https://medarbejdere.au.dk/en)

Find the keywords  
 in the alphabet

# HOW ARE MY EXPENSES SETTLED?



## SETTLE EXPENSES YOURSELF

New employees automatically get access to a personal RejsUd user account. If not, the IKS RejsUd and REEX Team can help you. Please contact us by using our shared mailbox:

Email: [RejsUd-REEX@cas.au.dk](mailto:RejsUd-REEX@cas.au.dk)

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## AU CREDIT CARD

When using your AU credit card, your transactions must be registered in the RejsUd system **within 90 days**. If you fail to do so, the amount that has been drawn on your AU credit card, automatically will be withheld in your next salary payment.

Also, when using your private credit card, the settlement must be completed as soon as possible. This applies regardless of whether the expenses are covered by university funds or external funds.

If you need help with the registration, please clarify whether you have used an AU credit card or a private credit card.

## HOW ARE GUESTS SETTLED?

All visitors must arrange their own own travel and book flights directly with the airline rather than a travel agency. If Aarhus University is covering the travel expenses, the IKS RejsUd and REEX Team will help with the settlement.

### DANISH GUESTS

Danish guests are taxable in Denmark and will receive a reimbursement via RejsUd. A profile is created in RejsUd by using the guest's CPR number. The reimbursement is transferred via Nemkonto.

### GUESTS FROM ABROAD

Visitors from abroad are not taxable in Denmark and will be reimbursed via a special system called **REEX**. The IKS RejsUd and REEX Team prepares an online form with the guest's name, email, accounting details, and purpose of the visit. The guest receives a link to an online form and will be able to fill it out with bank details, attach original receipts, as well as other documentation such as program, invitation, etc. Once the online form is completed, ARTS Finance will handle the reimbursement payment.



# ASK THE IKS REJSUD AND REEX TEAM



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**ANJA ELLEY**

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**RIKKE BJØRN JENSEN**

IKS RejsUd and REEX



**BENDE INGVORSEN**

IKS RejsUd and REEX



SHARED MAILBOX:

**RejsUd-REEX@cas.au.dk**

# MORE INFORMATION?

Find excellent guidelines on this website.

NBI Use AU network:

[medarbejdere.au.dk/en](https://medarbejdere.au.dk/en)

Search with these keywords:

- Catering options for meetings
- Credit cards
- CWT account
- Gifts and birthdays
- Purchasing agreements
- Purchasing agreements for IT equipment
- REEX (visitors from abroad)
- Reimbursement
- RejsUd (incl. video guides)
- Rules and regulations
- Travel booking
- Travel insurance
- Travel reimbursement
- Travel policy
- Travel out-of-pocket expenses
- SDI (invoices)



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