

# Rejsud - Quickguide

- All flights **MUST** be booked via CWT. Alternatively you can book the tickets directly on the airlines website. Booking via an Internet service provider (For example Momondo) is not permitted.
- In the case of travels abroad, the head of department must be notified of the purpose and the period for the journey via this e-mail: [head@cas.au.dk](mailto:head@cas.au.dk) and he must approve of the trip before travelling
- The insurance card is valid for official travels abroad during the period of employment. The card **MUST** always be brought along on trips.
- **Important:** Always remember that if you are on private holiday before, during or after the business trip, 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 the airline ticket must be consistent with the name in your passport as well as in your CWT profile. If the names do not match, the tickets cannot be issued. Correction of the name in your CWT profile is your own responsibility. The secretary cannot do it for you.
- You are not allowed to withdraw cash from your AU MasterCard. However, there are a few exceptions - Please contact your local RejsUd secretary if you are in doubt.
- You are not allowed to tip your waiter/driver etc. However, there are some countries in which it is allowed to tip – Please contact your local RejsUd secretary if you are in doubt.
- If your journey and/or accommodation are funded externally, 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.
- "Travelling" in Rejsud 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 "Expenses/Driving".
- You can only receive mileage reimbursement from your place of work and to the destination of meeting, or from your home address, if the home is closer to the final destination than from the place of work.
- It is not permitted to use services as for example "Gomore" or "Über" as means of transportation

- It is not permitted to use services as Airbnb in Denmark. In Denmark, we refer to the States Hotel agreement. Abroad you are allowed to use Airbnb, within the budget of what you are allowed to spend on hotels abroad.
- One should not use booking sites such as "Booking.com, Hotels.com" when booking a hotel. When booking hotel accommodation, always use your work address, not your private address.
- Please note that all credit card transactions now must be settled in RejsUd within 3 months after a credit card transaction. If this has not happened you will receive a notice regarding withdrawal of the card. A withdrawal will be executed no later than five months after the credit card transaction has taken place.  
It is still appropriate to collect payments in connection with a trip or a stay as far as possible within the rule of settlement within 3 months.

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

Theology	Rikke Bjørn: <a href="mailto:rikkebj@cas.au.dk">rikkebj@cas.au.dk</a>
Study of Religion	Lotte Varnich: <a href="mailto:lottevar@cas.au.dk">lottevar@cas.au.dk</a>
History	Hanne Ahlers: <a href="mailto:haah@cas.au.dk">haah@cas.au.dk</a>
Classical Studies, Global Studies in 1461-1463	Anja Elley: <a href="mailto:ae@cas.au.dk">ae@cas.au.dk</a>
Global Studies in 1465-1467 and Philosophy and History of Ideas	Annette Holst: <a href="mailto:annette.holst@cas.au.dk">annette.holst@cas.au.dk</a>
Anthropology and Archeology	Leanne Arberg: <a href="mailto:la@cas.au.dk">la@cas.au.dk</a> Christian Bødker Gantzel: <a href="mailto:chrg@cas.au.dk">chrg@cas.au.dk</a>
IMC and UrbNet	The Centers own Administrators and Assistants