



GUIDELINES TO THE FORM FOR CLAIMING REIMBURSEMENT OF TRAVEL EXPENSES AND ASSESSMENT FEE - FOR THE TRAVELER

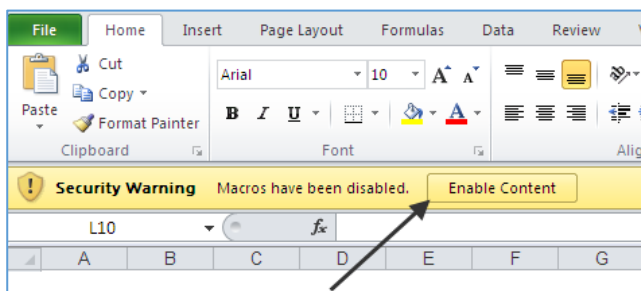
Index

A. Personal details	2
B. Bank details.....	2
C. Trip details	2
D. Deductions and additions.....	3
E. Entertainment expenses.....	3
F. Balance	3
G. Grand total	3

Open the form and make sure to enable macros by clicking “Enable Content” if asked.

Otherwise, compulsory fields may not appear correctly.

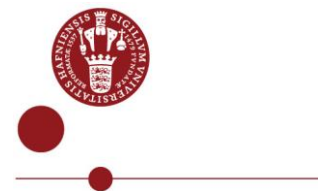
If the form is locked to begin with, save it on your computer/drive, and open the saved version. This makes it possible to edit the form.



This spreadsheet consists of two major areas:

- Grey** sections are only to be used by the University of Copenhagen:
 - Grey fields are locked.
- Green** sections are to be filled out by the traveler:
 - Yellow fields must be filled out.
 - White fields can be filled out when applicable.

Fill out fields if they have not already been pre-filled.



A. Personal details

Personal details	
First name(s) <input type="text"/>	Last name <input type="text"/>
Address <input type="text"/>	Town/city <input type="text"/> Postal code <input type="text"/>
Country <input type="text"/>	Date of birth <input type="text"/>
Bank location <input type="text"/>	Tax Identification Number (TIN) <input type="text"/>

- 1– 6. Fill out all fields. Use the drop down menu in the field marked with an * to find your country of residence’s two-letter abbreviation, i.e. DE for Germany.
7. If your bank is located in a different country than your country of residence, state that country here.
8. Fill out your date of birth. If you have a Danish CPR-number (civil registration number), state the last 4 digits here. If you do not have a CPR-number, leave this field blank.
9. Fill in your Tax Identification Number (TIN) if you are a guest researcher or a UCPH employee residing outside Denmark. [Read more here.](#)

B. Bank details

- 10 Depending on your country of residence and your bank location, a number of required fields appear. Please fill out all fields and follow the instructions that appear when you activate a field. See the example for Spain below.

Country <input type="text"/>	Date of birth <input type="text"/>
Bank location <input type="text"/>	
Bank details	
Bank info SWIFT <input type="text"/>	EXAMPLE
IBAN <input type="text"/>	IBAN numbers in Spain have 24 characters

C. Trip details

Trip details		
Destination <input type="text"/>	Country <input type="text"/>	Purpose <input type="text"/>
Departure time <input type="text"/>	Return time <input type="text"/>	Trip duration <input type="text"/>

11. Write your destination, e.g. “Copenhagen”.
12. Use the drop-down menu to select your destination country, e.g. “DK”.
13. Write the purpose of your journey, e.g. “Ph.D. defence Line Jensen”.
14. State the time of departure from your home residence.
15. State the time of return to your home residence.
16. Based on the time information you fill in, the total trip duration is automatically calculated.



D. Deductions and additions

Deductions and additions												
17	Days with undeclared accommodation <input type="text"/> <small>number</small>											
17A	Travel days at your own expense <input type="text"/> <small>number</small>											
<table border="1"> <thead> <tr> <th colspan="2">Transportation in your own car</th> <th>km</th> <td style="text-align: right;">18</td> </tr> </thead> <tbody> <tr> <td>From/to</td> <td><input type="text"/></td> <td><input type="text"/></td> <td rowspan="2"></td> </tr> <tr> <td>From/to</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Transportation in your own car		km	18	From/to	<input type="text"/>	<input type="text"/>		From/to	<input type="text"/>	<input type="text"/>
Transportation in your own car		km	18									
From/to	<input type="text"/>	<input type="text"/>										
From/to	<input type="text"/>	<input type="text"/>										
<table border="1"> <thead> <tr> <th colspan="2">Free meals (for trips longer than 24 hours)</th> <td style="text-align: right;">18A</td> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td><input type="text"/></td> <td rowspan="3"></td> </tr> <tr> <td>Lunch</td> <td><input type="text"/></td> </tr> <tr> <td>Dinner</td> <td><input type="text"/></td> </tr> </tbody> </table>		Free meals (for trips longer than 24 hours)		18A	Breakfast	<input type="text"/>		Lunch	<input type="text"/>	Dinner	<input type="text"/>	
Free meals (for trips longer than 24 hours)		18A										
Breakfast	<input type="text"/>											
Lunch	<input type="text"/>											
Dinner	<input type="text"/>											

- 17. Fill out the number of days you have had undocumented private accommodation.
- 17A. Only if this field is shown in your form: Fill out the number of days during your travel that were not related to UCPH business.
- 18. Fill out the number of kilometres that you have driven using your own car on this journey.
- 18A. Only if this field is shown in your form: Fill out the number of meals that were given to you free of charge during your travel.

E. Entertainment expenses

Entertainment expenses	
Occasion	<input type="text"/>
Participants	<input type="text"/>
Other information	<input type="text"/>

- 19. If you have any representation expenses that you consider a part of your UCPH journey, e.g. dinners and social functions; state the occasion and the participants.
- 20. If you have any expenses that you consider part of this UCPH journey, state them here. Attach the receipts to this form when you return it to UCPH.

Expenses					
Receipt no.	Description/text	Currency	Amount	DKK	USD
1	Taxi, Copenhagen	DKK	182,00	182,00	30,45
2	Hotel, Copenhagen	DKK	1.200,00	1.200,00	200,76
3	Taxi, New York	USD	40,00	239,09	40,00
		*			
		*			
		*			
		*			
		*			
Subtotal				1.621,09	271,21

F. Balance

The balance section specifies the final calculations based upon your stated information.

G. Grand total

This field shows your expected payment. You may specify a certain bank statement text (max. 20 characters).

Save the form and return it to your contact at UCPH along with attached documentation for your expenses.