



# HOW TO GET REIMBURSEMENT

## If a hospital unit has paid for your course

In order to get reimbursed, the hospital unit who paid for your course must send an electronic invoice to EAN nr. 5798000421653, Att. Graduate School. The invoice must be for the same amount as the Graduate School approved in the email sent to you.

The following documentation must be enclosed:

- A receipt for payment of the course fee.
- The formal email where the Graduate School approved the course and stated the amount of reimbursement.

In addition, the invoice must include the full name and date of birth of the PhD student as reference.

## If your department paid for the course

You must send an email to the Graduate School [phdschool@sund.ku.dk](mailto:phdschool@sund.ku.dk) including:

The formal email stating that the Graduate School has approved the course and the amount of reimbursement.

Specifications of your local department: "Stednr.", "Alias" and "KU-spec".

## If you paid for the course yourself

Please use the [RejsUd2 system on KUnet here](#).

If you paid for the course yourself and you are not employed at a department at SUND, the Graduate School can set up a profile for you in RejsUd2. Please write an email to [phdschool@sund.ku.dk](mailto:phdschool@sund.ku.dk).

If you are employed at a SUND department and paid for the course yourself please contact the RejsUd2 responsible at the department in order to create a profile.

Note that you must have obtained a Danish CPR number in order to use RejsUd2.

If you do not have a Danish CPR number, please contact [phdschool@sund.ku.dk](mailto:phdschool@sund.ku.dk).

The form is created based on your personal profile (the information cannot be deleted) and therefore you are the only one who can fill out this form.

In order to get reimbursement via RejsUd2, please do as follows:

### Step 1) Create a settlement

- Log on RejsUd2.
- Click on the "airplane" symbol in the left side of the screen.

- Choose "Opret/rediger afregning".
- Click on the blue circle with a cross in the middle.
- Fill in the subject "Afregningsnavn": "Reimbursement of PhD course fee".
- Fill in the subject "Afregningskabelon": Choose option 1 "Settlement of expenses and/or milage allowance" in the drop down menu.
- Fill in the subject "Formål": Choose "1 Denmark" if the course took place in Denmark or "2 Outside Denmark" if the course took place outside Denmark.

### **Step 2) Fill in financial entry**

- Choose "Alias": 7916315004.
- Choose "Sted": 30399500.
- Click on "Gem" at the bottom of the page.

### **Step 3) Attach email with approval and fill in expenses**

- Click on "Udgifter" at the top of the page.
- Click on the blue circle with a cross in the middle.
- Enter the start date of the course in "Dato".
- In "Omkostningstype" choose "courses, participation fee" in the drop down menu.
- Fill in the subject "Formål". Choose "1 Denmark" if the course took place in Denmark or "2 Outside Denmark" if the course took place outside Denmark.
- Please write the name of the course and a short description of the expenses in "Beskrivelse".
- Click on "Upload bilag".
- Click on the "folder" symbol in "Filnavn" and upload the approval email from the Graduate School. Click "Gem" afterwards.
- Please enter the amount of reimbursement from the approval email in "Beløb".
- Scroll down to the bottom of the page and press "Gem".
- Afterwards press the "paper dart" symbol in the right corner of the screen.
- Go to "Godkendelsesflow" and click "Til kontrol".
- At the bottom of the page press "Send afregning".