

Guide

# How to complete an eForm as an external partner at DTU

# When should you use eForms?

This guide is for **external individuals** - i.e. people **who are not employed at DTU** but have an affiliation and need to receive a **fee** or **reimbursement** from DTU.

This may include:

- former employees, emeriti, guest lecturers or board members
- examiners, hourly-paid staff, invigilators or other fee recipients
- students, industrial PhD students or other collaborators

For this purpose, DTU uses **eForms** - a digital form that allows external individuals to submit their information securely and directly to DTU.

## Note:

If you have a CVR number, you must instead send an invoice to DTU via EAN.

## Quick links →

Here you can find information about DTU eForms:

[About DTU eForms](#)

If you want to go directly to the form, use the link below:

[eForms - complete the form](#)

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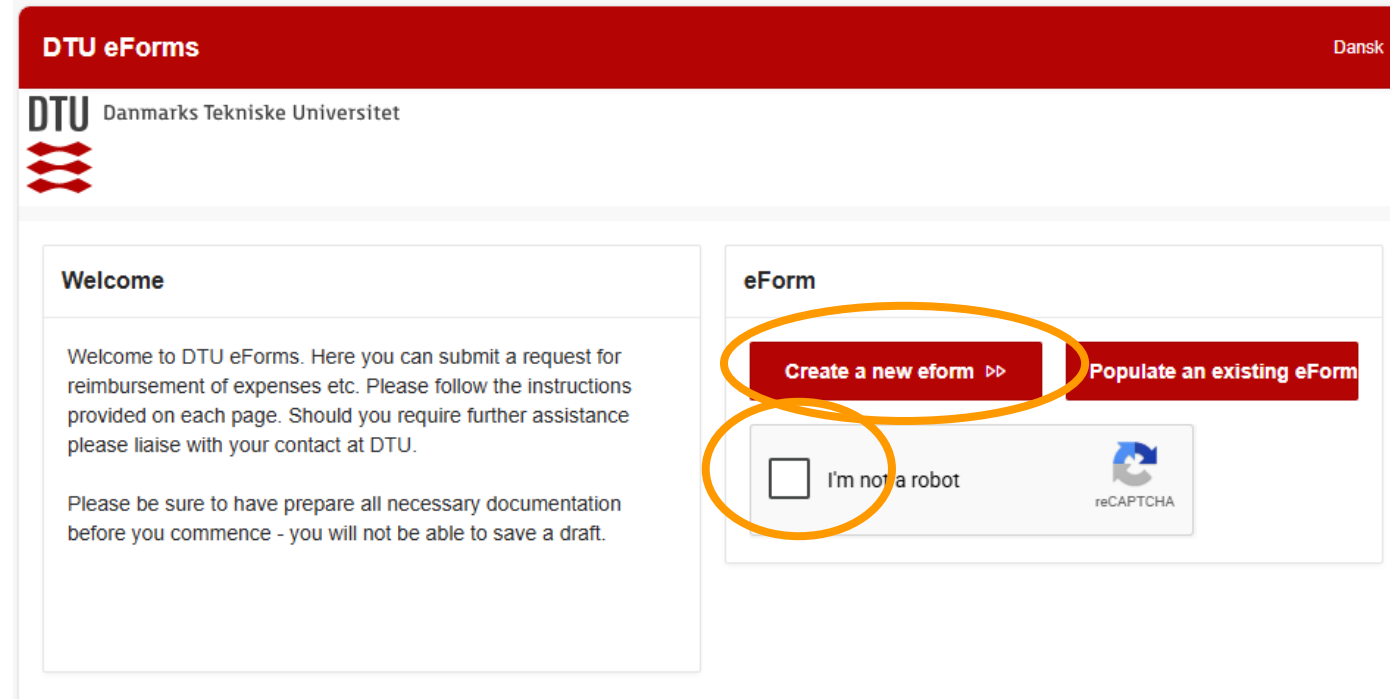
# 1.0 Getting started with eForms

Tick the box **“I’m not a robot.”**

Select **“Create new submission”** to start your eForm.

**Tip:**

Have all documentation ready before you begin. Make sure receipts show what was purchased and include VAT. Credit card slips cannot be used as documentation.



# 2.0 Personal Information

## Recipient relation to DTU

Select your relationship to DTU. This determines which types of submissions (payments or reimbursements) you can make.

On the right-hand side of the eForm, you can see what can be submitted for each category.

**Tip.** Select **“Fee recipient”** if you need to be paid for work - not just reimbursed for expenses.

## Contact information

Enter your full name - including any middle names.

### Important:

Your name must match the name on the bank account you provide for payment. If the name and account do not match, the payment cannot be processed.

**DTU eForms** Dansk

**DTU** Danmarks Tekniske Universitet

On this page you should provide contact information. On the following pages you will be able to fill out forms and submit required information in order for DTU to process your request for reimbursement.

Personal Information Basic information Select form Payment Overview Receipt

### Personal Information

\* Recipient relation to DTU  Special associates  Fee recipients  Other ⓘ

\* First name  ⓘ

\* Last name  ⓘ

\* e-mail  ⓘ

\* Confirm e-mail  ⓘ

\* Address  ⓘ

\* Zip code  ⓘ

\* City  ⓘ

\* Country of residence  ⓘ

Telephone

### How to choose the connection to DTU

**Special associates**  
Former employees, Emeriti, guest lecturers and board members  
*Mileage, Per diem settlement, Reimbursement of expenses*

**Fee recipients**  
Fee recipients, External examiner, time limited employee, examination supervision and Wages, non-employees  
*External examiner fee, Fee (agreed price), Mileage, Per diem settlement, Reimbursement of expenses, Wages, non-employee*

**Other**  
Students, Business Ph.d and others  
*Mileage, Per diem settlement, Reimbursement of expenses*

## 3.0 Basic Information

Enter **department** and **contact person**

Select the person at the department you have agreed the payment with.

**Note:**

The contact person cannot be the same as the approver.

Select **country of payment** and **currency**

The country of payment and currency must match the country of the bank account.

Payments cannot be made in DKK outside Denmark.

DTU eForms Dansk

DTU Danmarks Tekniske Universitet Please state contact person at DTU. Please indicate project name/number or other reason for your claim

Progress bar: Personal information (checked), **Basic information** (active), Select form (checked), Payment (checked), Overview (checked), Receipt (checked)

**Department/Contactperson**

\* Department [Select department] ⓘ

\* Recipient/contactpers. [Select contact person] ⓘ

**Payment information**

\* Payment country Denmark ⓘ  
DK, SE, NO, US, GB, DE

\* Payment currency DKK ⓘ  
EUR, USD, GBP, SEK, NOK, DKK

## 4.0 Select submission type

Now you need to create your submission - i.e. register what you want to be paid or reimbursed.

1. Enter the **start and end date**  
*(the period when the work was carried out or the expense occurred)*
2. Add a short description of the **purpose**
3. Select the type(s) of **submission**  
*(available options depend on the relationship you selected earlier)*

### Examples of submission types:

- **Allowances** *(meals during travel)*
- Mileage reimbursement *(use of a private car for work)*
- **Expense reimbursement** *(out-of-pocket expenses with receipts)*
- **Fee-related payments:** examiner fees, hourly pay, fees/honoraria

See the following pages for an overview of what you can submit based on your selected relationship.

The screenshot shows the DTU eForms interface. At the top, there is a red header with "DTU eForms" and "Dansk" in the top right corner. Below the header, the DTU logo and "Danmarks Tekniske Universitet" are on the left, and a message on the right says: "Please check out forms that you expect to use. You can return to this page and open more forms if necessary. Under 'Purpose' you can provide information relevant for DTU's processing of your request."

A progress bar below the message shows six steps: "Personal information", "Basic information", "Select form", "Payment", "Overview", and "Receipt". The "Select form" step is highlighted with a red circle, while the others have green checkmarks.

The main content area is titled "Reason and period of time" and contains the following fields:

- \* Start date: DD-MM-YYYY (with a calendar icon and an information icon)
- \* End date: DD-MM-YYYY (with a calendar icon and an information icon)
- \* Project/reason/purpose (with a help icon)

Below these fields is a text input area with the placeholder text: "Please specify the agreed salary, e.g. helping tutor, HK-student, testperson or Tenure Track".

# 4.1 "Special associates" submission

## Special associates

This category includes, for example, former employees, emeriti, guest lecturers and board members.

As part of this category, you can submit:

- **Expense reimbursement** - e.g. materials, transport receipts
- **Mileage reimbursement** - use of a private car in connection with the assignment
- **Allowances** - meal allowances related to travel

Personal Information

\* Recipient relation to DTU  Special associates  Fee recipients  Other

DTU eForms Dansk

DTU Danmarks Tekniske Universitet

Please check out forms that you expect to use. You can return to this page and open more forms if necessary. Under "Purpose" you can provide information relevant for DTU's processing of your request.

Personal information Basic information **Select form** Payment Overview Receipt

**Reason and period of time**

\* Start date 07-04-2026 \* End date 08-04-2026

\* Project/reason/purpose ?  
Please specify the agreed salary, e.g. helping tutor, HK-student, testperson or Tenure Track

Attach documentation [0]

**Select your forms**

\* Select your forms ?  
 Reimbursement of expenses  
 Mileage  
 Per diem settlement

Please select one or more forms from the list above.

## 4.2 "Fee recipients" submission

### Fee recipients

This category includes, for example, examiners, temporary staff, invigilators and hourly-paid individuals without permanent employment.

As part of this category, you can submit:

- **Reimbursement of expenses** - e.g. materials, transport receipts
- **Mileage** - use of a private car in connection with the assignment
- **External examiner fees** - payment for examination work
- **Wages, non-employee** - work paid on an hourly basis
- **Fee (agreed price)** - e.g. presentations, performances or lectures
- **Per diem settlement** - meal allowances related to travel

The screenshot shows a progress bar with three steps: 'Personal Information' (red circle), 'Basic information' (green checkmark), and 'Select form' (green checkmark). Below the progress bar, the 'Personal Information' section is active. At the bottom, there are radio buttons for 'Recipient relation to DTU': 'Special associates', 'Fee recipients' (selected and circled in orange), and 'Other'. A yellow information icon is also present.

The screenshot shows the 'DTU eForms' interface. The top navigation bar includes 'DTU eForms' and 'Dansk'. The DTU logo and name 'Danmarks Tekniske Universitet' are on the left. A message on the right says: 'Please check out forms that you expect to use. You can return to this page and open more forms if necessary. Under "Purpose" you can provide information relevant for DTU's processing of your request.'

The progress bar shows: 'Personal information' (green checkmark), 'Basic information' (green checkmark), 'Select form' (red circle), 'Payment' (green checkmark), 'Overview' (green checkmark), and 'Receipt' (green checkmark).

The 'Reason and period of time' section contains:

- \* Start date: DD-MM-YYYY [calendar icon] [info icon]
- \* End date: DD-MM-YYYY [calendar icon] [info icon]
- \* Project/reason/purpose [help icon]
- Text area: Please specify the agreed salary, e.g. helping tutor, HK-student, testperson or Tenure Track
- Button: Attach documentation [0] [document icon]

The 'Select your forms' section contains:

- \* Select your forms [help icon]
- Reimbursement of expenses [checkbox]
- Mileage [checkbox]
- External examiner fee [checkbox]
- Wages, non-employee [checkbox]
- Fee (agreed price) [checkbox]
- Per diem settlement [checkbox]

Below the list, it says: 'Please select one or more forms from the list above.'

## 4.3 "Other" submission

### Other

This category includes, for example, students, industrial PhD students and other collaborators.

As part of this category, you can submit:

- **Reimbursement of expenses** - e.g. materials, transport receipts
- **Mileage (The amount is subject to tax)** - use of a private car in connection with the assignment
- **Per diem settlement (The amount is subject to tax)** - meal allowances related to travel

### Note:

Mileage and per diem payments in this category are taxable.

The screenshot shows a progress bar with three steps: 'Personal Information' (marked with a red circle), 'Basic information' (marked with a green checkmark), and 'Select form' (marked with a green checkmark). Below the progress bar, the 'Personal Information' section is active. At the bottom, there are radio button options for recipient relations: 'Recipient relation to DTU', 'Special associates', 'Fee recipients', and 'Other'. The 'Other' option is selected and circled in orange, with an information icon next to it.

The screenshot shows the DTU eForms submission page. The header includes 'DTU eForms' and 'Dansk'. The DTU logo and name 'Danmarks Tekniske Universitet' are on the left. A message on the right says: 'Please check out forms that you expect to use. You can return to this page and open more forms if necessary. Under "Purpose" you can provide information relevant for DTU's processing of your request.' Below the message is a progress bar with six steps: 'Personal information' (green checkmark), 'Basic information' (green checkmark), 'Select form' (red circle), 'Payment' (green checkmark), 'Overview' (green checkmark), and 'Receipt' (green checkmark). The 'Select form' step is highlighted. The main content area is titled 'Reason and period of time' and contains fields for 'Start date' and 'End date' (both with DD-MM-YYYY format and calendar icons), a 'Project/reason/purpose' field with a question mark icon, and a text area with the placeholder 'Please specify the agreed salary, e.g. helping tutor, HK-student, testperson or Tenure Track'. Below this is a red button labeled 'Attach documentation [0]' with a document icon. The bottom section is titled 'Select your forms' and contains a list of form types with checkboxes: 'Reimbursement of expenses', 'Mileage (The amount is subject to tax)', and 'Per diem settlement (The amount is subject to tax)'. The entire 'Select your forms' section is circled in orange. Below the list is the instruction 'Please select one or more forms from the list above.'

## 4.4 "Reimbursement of expenses" step by step

- Select **"New Reimbursement of expenses"**
- Select the expense **type** that matches your purchase from the drop-down menu
- Enter the expense details and attach the receipt/documentation
- The currency must match the receipt (e.g. DKK on the receipt = DKK in the field)
- The displayed exchange rate is DTU's rate. If you use a different rate, you must attach documentation (e.g. a bank statement)
- Select **"New Reimbursement of expenses"** for each expense
- If you combine multiple receipts (e.g. transport) into one amount, they must be in the same currency, and you must attach or specify which amounts are included

### Select your forms

\* Select your forms ?

- Reimbursement of expenses
- Mileage
- Per diem settlement

Please select one or more forms from the list above.

### Reimbursement of expenses

Period: 01-04-2026 - 01-04-2026

\* Type: Food and drinks ⓘ

\* Description: Food and drinks

\* Amount: Transportation

\* Exchange rate: 100 ⓘ

### Reimbursement of expenses

Period: 01-04-2026 - 01-04-2026

\* Type: Transportation ⓘ

\* Description: Plane to CPH ⓘ

\* Amount: 598.00 ⓘ

\* Currency: DKK ⓘ  
DKK, EUR, USD, GBP, NOK, SEK

\* Exchange rate: 100 ⓘ

\* Amount (DKK): 598.00 ⓘ

\* Attach documentation: PDF DP101200000006129023.pdf ⓘ  
Supported types: pdf, doc, docx, xls, xlsx, jpg

No documentation

Cancel ⓘ Create +

Personal information ✓ Basic information ✓ Select form ✓

xxxx - Periode: 01-04-2026 - 01-04-2026

### Reimbursement of expenses

**New Reimbursement of expenses +**

Edit	Type	Description	Amount
	Transportation	Plane to CPH	598.00
rapport total:			

## 4.5 "Mileage reimbursement" - step by step

- Select "**Mileage**" to activate the fields
- Enter the start and end address and the number of kilometres manually. These details are not filled in automatically
- The rate and amount (DKK) are calculated automatically by the system
- Enter the vehicle registration number

\* Select your forms ?

Reimbursement of expenses

**Mileage**

Per diem settlement

Please select one or more forms from the list above.

**Note:** Mileage reimbursement can only be paid for travel in a private car owned by you or someone in your household.

DTU Danmarks Tekniske Universitet

Milage according to Danish standard rates.

Personal information ✓ Basic information ✓ Select form ✓ **Mileage** Payment Overview

xxxx - Periode: 01-04-2026 - 01-04-2026

Add trip

<input checked="" type="checkbox"/>	☰	Date	From address	To address	Rate	Km	Amount (DKK)	License plate
<input checked="" type="checkbox"/>	☰	01-04-2026	Lundtoftevej 150	Lyngby hovedgade 85	DTU Transport, low rate, own car / motorcycle (2.28 kr./km)	2	4.56	AB12345

1 rows selected

## 4.6 "Per diem settlement" - step by step

- Enter travel time: provide the start and end time of your trip. The system calculates the number of days or hours eligible for per diem
- Select **destination** (country) from the drop-down menu
- **Settlement type:** select Per diem (full rate), Per diem (25% rate) or Agreed per diem (fixed daily amount agreed with DTU)
- **Per diem (agreed rate):** if you select Agreed per diem, enter the daily amount agreed with DTU
- **Unpaid overnight allowance:** enter the number of nights if you stayed in private accommodation (e.g. with family or friends). The amount is calculated automatically based on the official rate. Can only be used for work-related private accommodation - hotel stays must be claimed as an expense
- Enter the number of **meals paid/included** (breakfast, lunch, dinner). Applies to all settlement types
- The system calculates the amount automatically - the result is shown in the field "**Payout**" in the selected currency

\* Select your forms ?

- Reimbursement of expenses
- Mileage
- Per diem settlement**

Please select one or more forms from the list above.

### Per Diem Settlement

\* Destination

\* Departure

\* Arrival

\* Settlement  Per diem  Per diem (25% compensation)  Agreed rate

Per diem  DKK per day (agreed rate)

Travel nights<sup>[1]</sup>

[1] The number of undocumented nights. Can be payed out after a private housing stay.

#### Meals paid/included

Breakfast	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
	93.75 DKK	375.00 DKK	0.00 DKK

### Overview

Per diem rate	625.00 DKK	Udokumenteret nat tillæg	268.00 DKK
Full days	1	Nights	1
Additional hours	0	Hotel compensation	0.00 DKK
Full days (24h)	1	Per diem	156.25 DKK
TOTAL		Payout	156.25 DKK

## 4.7 "External examiner fee" - step by step

- Select the **education/examtype** relevant to the examiner assignment
- Select **Type**: *Course/subject (regular exams)* or *Project* (Bachelor's, Master's thesis or PhD defence)
- Enter the **course number/name** and **exam period** - for final projects or PhD defences, always include the student's name and student ID
- Enter the number in the blue column under **Tasks performed** - i.e. how many exams/assessments should be paid. The system calculates the amount automatically

\* Select your forms ?

- Reimbursement of expenses
- Mileage
- External examiner fee
- Wages, non-employee
- Fee (agreed price)
- Per diem settlement

Please select one or more forms from the list above.

DTU Danmarks Tekniske Universitet

Please apply for your External examiner fee here.  
Upon project completion and ph.d.-defence name of number for the student must be provided.

Personal information ✓ Basic information ✓ Select form ✓ External examiner fee External examiner fee Payment Payment Overview Overview

xxxx - Periode: 01-04-2026 - 01-04-2026

### Calculation of External examiner fee

\* Education/examtype  Initial course  Diploma Engineer  Civil Engineer (BSc / MSc)  Part time diploma  Part time master  Ph.d.

\* Type  Course/subject  Project

\* Institute/unit BRIGHT ⓘ

\* Course no./name ⓘ

\* Exam period May/June ⓘ

Project ⓘ

Student/studynumber ⓘ

### Tasks performed ⓘ

	Count	Assignment	Settlement	Minutes
	-	Oral exam - Danish A	Per student (30 min)	-

## 4.8 "Wages, non-employee" - step by step

- Select **Task type** from the drop-down menu
- Enter a **Description** - briefly describe the work and state the agreed hourly rate in DKK
- Enter the **Start and Finish time** - the system calculates the total number of hours automatically
- Enter **Project and task** using the project and task numbers provided by your DTU contact

\* Select your forms ?

- Reimbursement of expenses
- Mileage
- External examiner fee
- Wages, non-employee**
- Fee (agreed price)
- Per diem settlement

Please select one or more forms from the list above.

DTU Danmarks Tekniske Universitet

Please enter your hourly assistance here

Personal information ✓ Basic information ✓ Select form ✓ **Wages, non-employee** Payment ✓ Overview ✓ Receipt ✓

xxxx - Periode: 01-04-2026 - 01-04-2026

### Wages, non-employee

Search: All Text Columns Go Actions Edit Add Line

<input checked="" type="checkbox"/>	Task type	Description	Date ↑	Start	Finish	Hours	Projekt	Opgave
<input checked="" type="checkbox"/>	Other		01-04-2026	08:00	12:00	4.00		

1 rows selected

Please enter description. The amount is always entered in DKK"

Total hours 4.00

Total 1

External lecturers

HK/Students

SUL/Students

SUL/Teaching assistant

## 4.9 "Fee (agreed price)" - step by step

- Select **Task type** from the drop-down menu
- Enter a **Description** - briefly describe the work (e.g. title of the presentation or event) and state the agreed rate in DKK
- Enter the total amount in the **Amount (DKK)** column. You can add multiple lines if there are several tasks. The system calculates the total automatically and shows the converted amount at the bottom in the selected payment currency (e.g. EUR)
- Enter **Project and task** using the project and task numbers provided by your DTU contact

Progress bar: Personal information (✓), Basic information (✓), Select form (✓), **Fee (agreed price)** (●), Payment (✓), Overview (✓), Receipt (✓)

xxxx - Periode: 01-04-2026 - 01-04-2026

### Fee (agreed price)

Search: All Text Columns Go Actions Edit Add Line

<input checked="" type="checkbox"/>	Task type	Description	Date ↑	Beløb (DKK)	Projekt	Opgave
<input checked="" type="checkbox"/>	Other	Søens udvikling. Aftalt timesats 256 dkk pr time	01-04-2026	1,000.00	-	-

1 rows selected

Please enter description. The amount is always entered in DKK"

Total amount **1,000.00 DKK**

\* Select your forms ?

- Reimbursement of expenses
- Mileage
- External examiner fee
- Wages, non-employee
- Fee (agreed price)**
- Per diem settlement

Please select one or more forms from the list above.

# 5.0 Payment - Danish CPR number

- Enter your **CPR number** if you have a Danish CPR number
- If you do not have a CPR number, the system will instead ask for your **date of birth** and **gender**
- If you do not have a Danish CPR number, you must also enter your **TIN (Tax Identification Number)**

DTU Danmarks Tekniske Universitet

Please indicate to where your payment should be processed. For NEM-account.

Personal information ✓ Basic information ✓ Select form ✓ Fee (agreed price) ✓ **Payment**

xxxx - Periode: 01-04-2026 - 01-04-2026

**Payment**

Danish CPR-no.

\* Danish CPR-no.  Yes  No ⓘ

\* CPR number  ⓘ

DTU Danmarks Tekniske Universitet

Personal information ✓ Basic information ✓ Select form ✓

xxxx - Periode: 01-04-2026 - 01-04-2026

**Payment**

Danish CPR-no.

\* Danish CPR-no.  Yes  No ⓘ

\* Gender  Female  Male ⓘ

\* Date of birth  ⓘ

# 5.1 Payment "TIN"

When DTU pays **mileage reimbursement, per diem, fees, hourly wages or examiner fees**, the amount must be reported to the Danish Tax Agency as income. DTU is required to report your TIN to the Danish elncome system if you reside outside Denmark.

If you reside outside Denmark, you must enter your TIN - even if you are a Danish citizen. If you reside in Denmark, your CPR number serves as your TIN.

If you are only claiming **reimbursement of expenses** (e.g. receipts), you do not need to provide a TIN.

Click the link in the eForm for guidance - select your country of residence to see where to find your TIN and how to enter it. You can also use this link [OECD's TIN-oversigt](#).

**TIN**  
=  
**Taxpayer Identification  
Number**  
=  
**your Tax Identification  
Number if you are not  
resident in Denmark**

The screenshot shows the DTU (Danmarks Tekniske Universitet) eForm interface. At the top left is the DTU logo and name. A message states: "Please indicate to where your payment should be processed. For Danish residents certain payments are required to be transferred to your NEM-account." Below this is a progress bar with seven steps: "Personal information", "Basic information", "Select form", "Fee (agreed price)", "Payment", "Overview", and "Receipt". The "Payment" step is highlighted with a red circle, while the others have green checkmarks. Below the progress bar, the text "xxxx - Periode: 01-04-2026 - 01-04-2026" is displayed. The "Payment" section is active, showing a field for "\* TIN" with the value "9999999999" and a yellow information icon. Below the field, the format "(999999-9999, 9999999999)" is shown. In the bottom right corner, there is a yellow oval containing the text "Rules about TIN".


## 5.2 Payment - Bank details

- **Name must match:** The name you entered under Personal information must match the name on the bank account - otherwise the payment cannot be processed.
- **Enter IBAN:** Enter only the IBAN number. The system will automatically validate it and populate the **SWIFT** code and **bank name**.
- If you cannot find your IBAN, please contact your bank.
- Do not change the information (SWIFT and bank name) that the system has filled in automatically.

### Bank information

Country: SE, Currency: SEK

\* IBAN  (no spaces or tabs) 

\* SWIFT  

\* Bank name  

## 5.3 Payment - Bank details without IBAN

As a general rule, use your **IBAN (International Bank Account Number)**.

This is the international account number that ensures the payment is sent to the correct account.

If your country of payment does not use IBAN (e.g. USA, Australia, Canada or India), the eForm will automatically display the fields relevant to the country's banking format - simply complete the fields shown.

- **SWIFT** identifies the bank internationally
- **ABA/Routing, BSB, Transit/Branch** are local bank codes
- **Account number** and **bank code** identify the specific account

### Examples




**USA:** SWIFT + ABA/Routing + bank name + account number

Banknavn / Bank name	Bank of America
Bankkonto / Bank account number	325046393757
Jdbetalingsvalutakode / Payment currency	USD
IBAN nummer / IBAN	
Swiftkode / SWIFT	BOFAUS3N
Bank BSB code	
Bank ABA routing	026009593

**Australia:** SWIFT + BSB Code + bank name + account number

Banknavn / Bank name	Cuscal (forwarding to Teachers Mutu
Bankkonto / Bank account number	355874
Udbetalingsvalutakode / Payment currency	AUD
IBAN nummer / IBAN	
Swiftkode / SWIFT	CUSCAU2SXXX
Bank BSB code	812-170

**Denmark:** Bank name + registration number + account number (add a leading 0 if 9 digits)

Bankoplysninger	
Udbetalingsland: DK, Valuta: [redacted]	
* Bank navn	Danske Bank 
* Reg nr.	5612 
* Konto nr.	0123456789 

**India:** SWIFT + IFSC + banknavn + account number

Banknavn / Bank name	ICICI Bank Limited
Bankkonto / Bank account number	018701507705
Jdbetalingsvalutakode / Payment currency	USD
IBAN nummer / IBAN	
Swiftkode / SWIFT	ICICINBBNRI
Bank BSB code	
Bank ABA routing	
Bank Transit Branch	
CVR-nummer / CVR number	
Firmanavn / Company name	
Bank IFSC-kode / IFSC code	ICIC000187

**Canada:** SWIFT + Transit + Branch + bank name + account number

Banknavn / Bank name	Bank of Montreal
Bankkonto / Bank account number	3104376
betalingsvalutakode / Payment currency	CAD
IBAN nummer / IBAN	
Swiftkode / SWIFT	BOFMCAM2
Bank BSB code	
Bank ABA routing	
Bank Transit Branch	24232+001

# 6.0 Submit

Once you have completed the eForm, tick the **“Accept”** box and click **“Submit”** to send your submission to DTU.

DTU Danmarks Tekniske Universitet

Her er et sammendrag af dine indberetninger. Ved at trykke på "Indberet" vil dine indberetninger blive sendt til den angivne kontaktperson hos DTU. Endvidere sendes et sammendrag til den mail-adresse du har angivet.

Personlige oplysninger ✓ Basisoplysninger ✓ Valg af indberetning ✓ Kærselsgodkendelse ✓ Udbetaling ✓ **Indberetning** ✗ Kvittering ✓

Ny tur - Periode: 07-10-2024 - 09-10-2024

Oversigt

DTU Danmarks Tekniske Universitet  
Indsendt tidspunkt: 16-10-2024  
eForms  
eForm nr. SUB-130175  
Personlige oplysninger Basisoplysninger

Samtykke

Jeg erklærer, at min indberetning er korrekt. Ved at trykke på "Indberet" vil dine indberetninger blive sendt til den angivne kontaktperson hos DTU. Endvidere sendes et sammendrag til den mail-adresse du har angivet.

\* Accepteror  Ja  Nej

Forrige Indberet

# 7.0 Receipt

Once you have submitted the eForm, a receipt will be displayed on screen, and a copy will automatically be sent to the email address you provided under **Personal information**.

**DTU** Danmarks Tekniske Universitet Dette er din kvittering for den indsendte blanket. Yderligere korrespondance med DTU skal ske igennem kontakt personen.

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Personlige oplysninger ✓ Basisoplysninger ✓ Valg af indberetning ✓ Kørselsgodtgørelse ✓ Udbetaling ✓ Indberetning ✓ **Kvittering** ●

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Ny tur - Periode: 07-10-2024 - 09-10-2024

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**e-Form SUB-130175 er modtaget**

Tak for din indberetning, som nu er sendt til DTU. Bemærk, at der kan gå op til 4 uger efter godkendelse, før du modtager det indberettede beløb.

Såfremt du henvender dig til DTU med spørgsmål eller kommentarer om din indberetning, skal ovenstående indberetningsnummer altid gives.

Kvitteringen er sendt til notanemail@hotmail.com.  
**Denne side kan lukkes - eller tryk på knappen "Ny blanket..." for at starte en ny blanket med samme oplysninger.**

**Ny blanket...**