



Introduction to Expense Reporting at DTU

As part of your work at DTU, you may have work-related expenses such as travel, transport or minor purchases. When you pay for something yourself, book travel or use a DTU corporate credit card, you must follow the Danish Government's and DTU's guidelines. Correct expense reporting is important for both project accounts and DTU's overall financial management.

Expenses that must be registered and reported

- Purchases made with a DTU corporate credit card
- Out-of-pocket expenses you have paid yourself
- Hotel and transport booked through DTU's travel provider Carlson Wagonlit (CWT)
- Mileage reimbursement for travel using your own car
- **Travel allowances**, including hourly and daily allowances

Note

All expenses must be registered in an **expense report in DTU Fusion** and submitted within **30 days of the purchase or return from a trip**.

Getting started with expense reporting

Before incurring expenses on behalf of DTU, you should be familiar with the guidelines and the process for expense reporting. Below you will find the most important information.

→ <u>Expense and travel reimbursement</u>	Framework, principles and general rules for expense reporting at DTU.
→ <u>DTU credit card</u>	Guidelines and practical instructions for ordering and using a DTU corporate credit card.
→ <u>10 key requirements for business travel expense reports</u>	Requirements for documentation, receipts and information when submitting an expense report.
→ <u>Settle expenses</u>	The three reimbursement options: hourly/daily allowances, percentage reimbursement and documented additional expenses.
→ <u>DTU Fusion</u>	Link to the system where you create expense reports and register all expenses.

When submitting an expense report

In **DTU Fusion**, you can use the built-in **Guided Learning** tool (the yellow help console) for help, short learning videos and to search for relevant guidance while working.



Questions? Find your local Expense Reporting Superuser [here](#)

Team Kreditor og Bogføring