

# Travel reimbursement - zExpense for volunteers

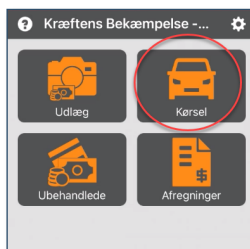
## Travel settlement in app

The Danish Cancer Society has implemented digital settlement of travel costs and expenses of volunteers. You find more information about reimbursement of travel costs or expenses in the guidelines for reimbursement of costs at "frivillig.dk" in the menu "dokumenter (documents) – Kørsel og udlæg (travel and expenses) – retningslinjer (guidelines)". Remember to create your account in zExpense by sending a request in "frivillig.dk" under "dokumenter (documents) – Kørsel og udlæg (travel and expenses)".

### Login via mobile app:

- Download the zExpense app to your mobile.
- Login with your e-mail and password (received by e-mail when creating your account in the zExpense system)
- NB - it is not necessary to log out of the app after use - just close the app.

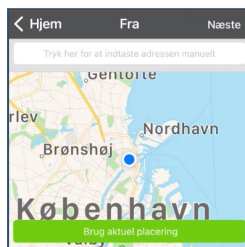
### Travel registration in app



- Click on 'Mileage'

Now choose whether you will register the travel during your transport from "A" to "B" or whether you register a travel already finished.

*Bridge toll is registered as expenses.*



#### Register travel in real time:

- **Departure**

Click on '**Use current location**'

The app automatically enters your current location in the box 'From'. Drive to the planned destination.

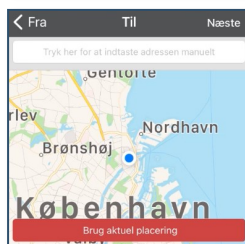
- **Arrival**

Open the app and click on '**Next**' in the upper right corner.

Click on '**Use current location**' (red bar)

Click again on '**Next**' in the upper right corner.

Now fill in *information for the use of the settlement*.



#### Register travel later:

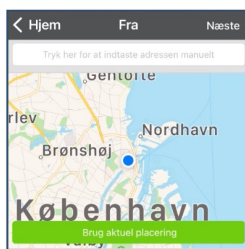
- **Enter "from" address in the field at the top of the screen**

Click on '**Next**' in the upper right corner

- **Enter "to" address in the field at the top of the screen**

Click on '**Next**' in the upper right corner.

Now fill in *information for the use of the settlement*.



### Information for the use of the registration:

- **'Department'** - Choose the department relevant for the activity for which you need reimbursement.
- **'Activity'** - Choose the activity that the costs relates to.
- **'Registration'** - Enter the license registration number of the vehicle.
- **"Description"** - The description must be detailed: **What, where, when and why.** Example: 22 May 2020 Allocation meeting at DCS Strandboulevarden Copenhagen'. Rather too much information than too little.

På denne side skal du udfylde alle informationer vedrørende den kørsel du ønsker godtgjort. Sørg for at udfylde alle tomme felter.

I feltet "Bemærkning" er det vigtigt du skriver anledningen for køreturen til den senere behandling.

Du kan oprette den omvendte køretur ved at trykke "Opret returrute".

Med knappen "Fortsæt rute" kan du oprette en ny køretur, der fortsætter fra adressen, hvor den aktuelle køretur slutter.

Gem

Opret retur-rute

Fortsæt ruten

Annuller

### Choose 'Save' if your travel is finished

The information for the cost settlement is now filled in and must be saved, click on **'Save'**, in the upper right corner, before submitting for approval.

### Choose 'Create return route' if you have a return travel

If you have the same return route, choose **'Create return route'** and then **'Save'** in the upper right corner, before you submit for approval.

### Choose 'Continue the route' if you continue to another location

If you continue to another activity, choose **'Continue the route'**, fill in a new **'To'** address and **'Description'**, then click **'Save'** in the upper right corner and **'Save'** again in the text box before you submit for approval.

### When you have filled in all information - submit for approval:

- Click on **'Select'** in the upper right corner.  
A box opens with **'Create settlement'** at the bottom of the screen
- Tick  in the box to the left next to "Travel item" (and any other expenses) and click on **'Create settlement'** at the bottom of the screen. Select 'New settlement'
- Click on the green button **'Submit'** at the bottom of the screen.

### **This is all you need to do:**

The travel registration is now forwarded to the administration, where the form is filled in with the final information (account/project number and art) and submitted for final approval and settlement.

**Need help with registration of your travel costs?**  
**Contact the responsible person at either the local office or counselling or your contact person at the Danish Cancer Society.**