

Reimbursement of expenses - zExpense for volunteers

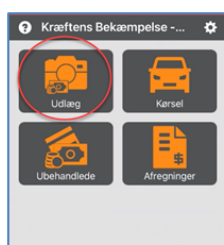
Settlement of expenses in app

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)

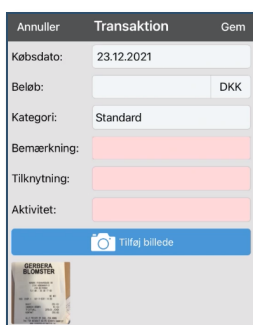
Settlement of expenses in the app



- Select "Expense". The app opens your phone's camera.
- Take a photo of the receipt; if the photo is okay, select "Use Photo".

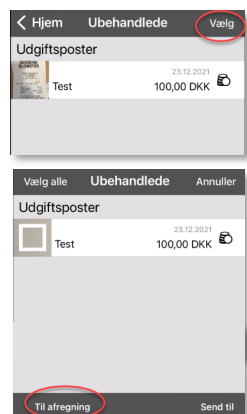
NOTE: Photos of receipts must always be clear and legible. It must be a photo of the original receipt and the article of the purchase must be clearly seen from the receipt. A credit card receipt is not a valid receipt.

Fill in information:



- **'Amount'**- Enter the amount to be reimbursed
- **'Description'** - The description must be as detailed as possible: **What, where, when and why.** Example: Ticket, Copenhagen-Odense t/r 31 Aug allocation meeting'. Rather too much information than too little.
- **"Department"** - Select the department of the activity relevant for your expense.
- **'Activity'** - Select the relevant activity of your volunteer work.

Save - All information has been entered and you can save for approval. Click "Save" in the upper right corner.



Submit for approval:

- Click on **'Select'** in the upper right corner. A box **'Settlement'** appears in the lower left corner
- Click and choose **'New Settlement'**
- Click **'Submit'** and your settlement is now complete

Your settlement is now finished:

The settlement is now forwarded to the administration, where the final information (account/project number and art) is added and submitted for final approval and settlement.

[Need help with registration of your expenses?](#)

Contact the responsible person at either the local office or counselling or your contact person at the Danish Cancer Society.

