

Travel reimbursement - zExpense for volunteers

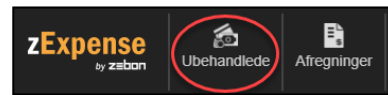
Travel settlement on your computer

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 on computer

Login via www.zExpense.dk

- Go to zExpense.dk and login with e-mail and password (received by e-mail when creating your account in the zExpense system)
- Enter e-mail address in 'Mail address' and password in 'Password' and click on 'Login'.
- Select the menu 'Unprocessed' in upper left corner
- Click on 'New mileage'



Now fill in the information necessary for the settlement

Tilføj kørselspost

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 vigtig 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.

<h4>Kørsel</h4> <p>Dato 23-12-21</p> <p>Fra Sted: <input type="text"/> Adresse: <input type="text"/> Postnr.: <input type="text"/> By: <input type="text"/> Danmark</p> <p>Til Sted: <input type="text"/> Adresse: <input type="text"/> Postnr.: <input type="text"/> By: <input type="text"/> Danmark</p> <p>Afstand 0 <input type="text"/> km</p> <p><input type="button" value="Beregn"/> <input type="checkbox"/> Undgå færge <input type="checkbox"/> Undgå motorvej</p> <p>Godtgørelse Standard <input type="text"/></p> <p>Køretøjets registreringsnummer <input type="text"/></p> <p>Bemærkning <input type="text"/></p> <p><input type="checkbox"/> Kopier bemærkning</p> <p><input type="button" value="Gem"/> <input type="button" value="Fortsæt ruten"/> <input type="button" value="Opret returrute"/> <input type="button" value="Annuller"/></p>	<h4>Dimensioner</h4> <p>Tilknytning <input type="text"/></p> <p>Aktivitet <input type="text"/></p>
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Register travel:

Enter information in the following boxes:

- 'From' and 'To' addresses. Distance is calculated automatically.
- "Vehicle License plate" (license registration number of the vehicle)
- 'Department' - Select the relevant department for the settlement.
- 'Activity' - Select the relevant activity of your volunteer work.
- 'Description' - The description must be explanatory: **What, where, when and why.** E.g. "5 May 2020 KBVU-BK allocation meeting Danish Cancer Society". Better too much than too little.

Save:

The settlement is now completed and can be saved.

Create return route

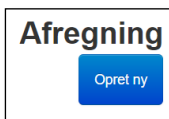
If you have the same return trip, tick in 'Copy description' before choosing the '**Create return route**' button and click '**Save**'.

Continue the route

If you continue to another activity, click on '**Continue route**', fill in new '**To**' address and '**Description**', click '**Save**'.

Submit for approval:

Now submit the travel settlement for approval and reimbursement



- Tick ✓ in the box to the left of the travel settlement and click on 'Create new'



- Click on the button '**Submit**' in the upper right corner.

This is all you need to do:

The settlement 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 your settlement?](#)

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