

# Reimbursement of expenses - zExpense for volunteers

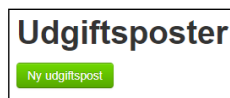
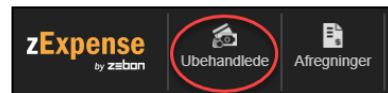
## Settlement of expenses on the computer

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)
- Select the menu 'Unprocessed' in the top left corner
- Select 'New item'



#### Now fill in information for the settlement

### Tilføj ny udgiftspost

<b>Detaljer</b> Dato <input type="text" value="23-12-21"/> Kategori <input type="text" value=""/> Bemærkning <input type="text" value=""/> Valuta beløb <input type="text" value="0"/> Valuta <input type="text" value="DKK"/> Kurs <input type="text" value="100"/> Beløb <input type="text" value="0.00"/> DKK	<b>Dimensioner</b> Tilknytning <input type="text" value=""/> Aktivitet <input type="text" value=""/>	<b>Bilag</b> <input type="button" value="Gennemse..."/> <input type="button" value="Vedhæft bilag"/>
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#### Enter information in all fields (no empty fields):

- **'Category'**. Select 'Standard'
- **'Department'** - Select the department of your activity relevant for the settlement.
- **'Activity'** - Select the relevant activity of your volunteer work.
- **'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.
- **'Currency amount'** - Enter the amount to be reimbursed. (**'Currency'** and **'Exchange rate'** is autogenerated)

See how to enclose your receipt on the following page



## Receipts

Receipts must **always** be enclosed with the expense settlement.

### Correct receipts:

The photo of the receipt must be clear and legible.

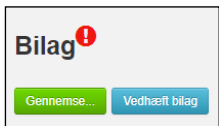
The photo must be of the original receipt where the article of the purchase can be clearly seen.

**NOTE** - a credit card receipt is **not** a valid receipt.

**Electronic receipts:** If the receipt is electronic (e.g. a train ticket), the e-mail from the relevant vendor can be enclosed or the receipt can be enclosed as a pdf.

**Hard copy receipts:** Take a photo of the original receipt or scan the receipt, save it on your computer and enclose the photo with the settlement.

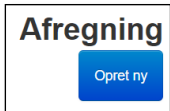
### How to enclose the receipt:



- **Review**  
Click on '**Review**', find the receipt on your computer and click 'Open'. The document name is now seen above the buttons.
- **Enclose receipt**  
Click on '**Enclose receipt**' to complete the attachments.  
You can enclose more receipts here.
- **Save:**  
The settlement is now complete and can be saved. Click on 'Save'

### Submit for approval:

The expense settlement must now be submitted for approval and settlement.



- Tick  in the box to the left of the relevant expenses for reimbursement and select 'Select new' settlement in the upper right corner.



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

### 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.**