

Expense settlement form for non-employees

Please check the guide on page 2 for swift processing and payment of your claim

Personal data	
Full name	
Birthday	
Address	
Zip code & city	
Country	
E-mail address	
Expenses	
Occasion	
Date or period	
ITU contact person	
Total expected amount for approval	
Notes for ITU contact person	
Payment details (choose one of the below)	
For NemKonto transfer (Danish citizens only)	
Your CPR-number	
For Danish bank transfer	
Reg. No.	
Account no.	
For foreign bank transfer	
Bank name	
Bank address	
Bank zip code & city	
Bank BIC/SWIFT code	
Bank account or IBAN no.	

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Guide

Expense guidelines, the IT University of Copenhagen (ITU)

In general, the ITU travel policy and business travel expenses guidelines for employees apply to non-employees as well.

Please consult your ITU contact person on acceptable expenses and consider the guidelines below:

- ITU covers expenses as shown on receipts and invoices. Order confirmations, bank and credit card statements or flight itineraries are not sufficient documentation according to the Danish tax authorities.
- ITU may offer to cover fair and prudent expenses for transportation such as economy class flight tickets and train tickets, cab fares to and from airport or train station. The IT University does not offer mileage for using your own car to non-employees.
- ITU may offer to cover expenses for accommodation, i.e. hotel or other lodging. The expenses should not exceed the government maximum accommodation rates per day, without a valid justification. ITU does not offer accommodation allowances to non-employees.
- ITU may offer to cover fair and prudent expenses for meals and minor necessities during the stay. ITU does not offer travel allowances to non-employees.

If your usual place of work offers to cover your expenses, you are not entitled to reimbursement from ITU.

Payment procedure

Please fill in the standard reimbursement form. Forward your filled-in form (pdf) by e-mail to your ITU contact person. Please remember to attach copies of your receipts, tickets, or other expense vouchers (pdf, jpeg, tiff).

Your ITU contact person checks your claim is as agreed upon and may ask for additional information. Afterwards your contact person forwards your claim to the Finance Department, who processes your claim and pays out your claim after management approval. Normally, the amount will arrive at your bank account within 5-10 workdays. Minor differences between your claim and the amount paid out may occur due to exchange rates.

Note: ITU contact persons find further information on handling reimbursement forms from non-employees in [the administrative ABC](#).

Personal data

ITU uses your personal data including payment details to register you in our payment system, in compliance with the Danish Bookkeeping Act.

Depending on the bank sector regulation in Denmark or your country, we may request further payment details.