

21.1 Instructions on how to using the reimbursement app zExpense

Registration of reimbursement

When you need to get an amount refunded, you start by choosing “new expense” (*udlæg*) and then take a photo of the receipt with your camera. Take a clear picture of the receipt and click “use photo”.

You always write the correct amount and date, as it is written on the receipt. Then you choose which “category” it belongs to and the “dimension 1”.

If there is any special information which should be noted, or if this does not fit in any of the available categories, you write it in the description.



Click “save”, after which you can choose to submit the settlement right away (see below) or wait for additional expenses that need to be refunded.

It will be really appreciated if you gather together more receipts that needs to be refunded, from the same camps (lejr), trips or if you can gather together all the transportation expenses over a certain period. If you decide to collect more receipts, you can just close the app.

If you have made a payment for reimbursement and received the receipt by mail, you forward the receipt to Bilag@zebon.dk. In a few minutes you will be able to see the expense in your “Unprocessed” map.

Sending in the expenses

You choose “unprocessed” on the main menu, click on “select” in the upper right corner and after that click on the item or items that you wish to get refunded. Click on “settlements” at the bottom right, write the period of which the payment was made and click on “submit”.

After this, you can see the status under “settlements”, if it has been processed and verified. If there are some questions or errors in the submission, the settlement will be dismissed with a remark, after which you can adjust it and send it again.

When the reimbursement settlement has been processed and approved, it will be included in the first payment after being approved. Normally we approve reimbursements once a week on Tuesdays to make payments on Wednesdays. So please send in at the latest Monday evening, if you want your refund that week.

The receipts may not be more than two month old so that you are able to get reimbursement for them, and over NewYear you have to make the reimbursement before 15th of January.

Tips

As there are regular updates in the system, we recommend that you click on the settings symbol on the front page on the app regularly and click on “refresh”. This will allow you to get all the updates.

If you under the Settings choose to put a mark in “choose from library”, you will be able to find pictures from older receipts.

In case of questions and special requests, contact Henrik Dahl: Tlf. 3832 2308 or henrik.dahl@afs.org