

## 21.1 How to ask for refunds via login on Pc

### How do I make a new expense and send it to AFS?

Make sure that you have the actual receipt for the expense as a PDF-file or picture.

Login at <https://www.zexpense.dk> with your mail and password

*Make sure that your Danish bank reg. no and bank account no is registered (Click on your name in the top corner and choose Private settings) You must NOT have filled out SWIFT or IBAN – only the Danish number*

#### Register an expense

Click on **Expenses** in the top menu and then on **New expenses**

Choose your **Category** by clicking on the arrow at the right in the field

Write remark on the expense if it is special

Fill in amount in Dkr.

Click on **Browse** in the right side of the screen and find your receipt

Click on **Attach file** and then **Save**

*Now your expense is registered and ready to be submitted to us, when you want your money. You can do it every month or by end of October, December, March and June, or when you need the money.*

#### Make a settlement – ask for the money

Login at <https://www.zexpense.dk> with your mail and password

Click on **Expenses** in the top menu (then you will see picture 1)

Click on the blue button “**Add new:...**” in the top right corner (then you will see picture 2)

Fill in **Fra dato** and **Til dato** with dates for period of the first and last expense (or month) and click **Save**

Click on **Add existing expenses** and **mark** the expenses you want to receive money for

Click on **Add expenses** and you will see the settlement with all expenses below

Click on the **Pencil** to the right of each expense (now you see picture 3)

Open each of the **Dimensions** and chose from the menu

When you are done click on **Save**

Repeat procedure for all expenses

When you are done, click on the blue button in the right top corner **Forward**

*Now you have sent the settlement to us and you can see it on the front page when you log in. Payments will be paid 1- or 2-times pr. Week, but if we have questions or problems, the settlement will be rejected, and you will be asked for further information and then to resend the settlement to us.*

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Picture 1

Dashboard Expenses Settlements Others settlements Reports

Add new: 18+ EVS Værtedeltager

### Expenses

New expense

Date	Type	Attachments	Note	Category	Merchant	Currency amount	Amount
12-01-19	18+ EVS Værtedeltager		Poket Money	18+ Opholdsudgift			1.650,00 DKK

### Cash withdraw/advance

New advance payment

### Mileage

New mileage

Picture 2

Forward

### Work with settlement

Settlement header

Settlement ID: 338 User: Celina Ansorge

Type: 18+ EVS Værtedeltager Initials: Celina Ans

Creation date: 24-01-19 Unit: Maria Palmvang

Status: **Open**

Fra dato:

Til dato:

Save

Summary

Total cost	0,00 kr
To payout	0,00 kr

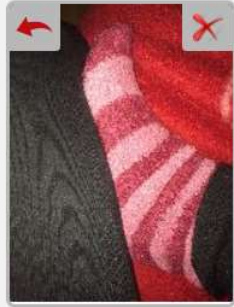
Expenses

Add new expense Add existing expenses

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Picture 3

### Edit expense

<b>Details</b>	<b>Dimensions</b>	<b>Attachments</b>
Date <input type="text" value="12-01-19"/>	Dimension 1 <input type="text" value="Lommepenge - Lommepenge"/>	
Category <input type="text" value="18+ Opholdsudgift"/>	Programnr. <input type="text" value="601 - Alle EVS værtkoder"/>	<input type="button" value="Browse..."/> <input type="button" value="Attach files"/>
Note <input type="text" value="Poket Money"/>	Afdeling <input type="text" value="2 - 18+team"/>	
Currency Amount <input type="text" value="1650.00"/>	Gruppe <input type="text" value="2002 - Opholdsudgifter"/>	
Currency <input type="text" value="DKK"/>		
Exchange rate <input type="text" value="100.00000"/>		
Amount <input type="text" value="1650.00"/> <input type="text" value="DKK"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		