

Original tekst på dansk	Omskrevet til engelsk via Copilot
Medarbejderne i Rejsekontoret foretager ikke kontrol inden udbetalingen af zExpense-afregninger under 700 kr. I stedet foretager Rejsekontoret en efterfølgende risikobaseret stikprøvekontrol af disse afregninger under 700 kr. Dette forhold er beskrevet nederst i punkt C på https://sdunet.dk/da/servicesider/oekonomi/rejser/zexpense-it-system-til-afregning/zexpense-arbejdsfordeling#c-rejsekontorets-opgaver. Medarbejderne i Rejsekontoret har nu afsluttet stikprøvekontrollen for 4. kvartal 2024. Vi har vurderet, at der er behov for, at vi udsender lidt information om nogle forhold vedrørende kørsel i egen bil, hvor der er plads til forbedringer i det arbejde, som sker på institutter, fakulteter og områder. SDU's rejseregler bygger på Finansministeriets tjenesterejseaftale. Det er et grundlæggende princip i både tjenesterejseaftalen og i SDU's rejseregler, at vi dækker en medarbejders merudgifter ved at være på tjenesterejse. Vi oplever tilfælde med tjenesterejser med kørsel i egen bil, hvor der ikke reduceres for sparede udgifter til transport mellem bopæl og hovedarbejdspladsen, hvis kørslen starter eller slutter på bopælen. I nogle tilfælde er det rigtigt nok, at der ikke er reduceret, men så er problemet, at det ikke er oplyst i zExpense, at medarbejderen normalt ikke anvender bil til hovedarbejdspladsen, eller at kørslen er foregået på en aftalt distancearbejdsdag. • Du kan læse mere om disse regler i punkterne 5.1, 5.3 og 5.4 i vores interne cirkulære om SDU's udbetaling af godtgørelse for kørsel i egen bil. Se https://sdunet.dk/da/servicesider/oekonomi/rejser/transport/godtgoerelse egen bil. • Se også nedenstående note 1.	The employees in the Travel Office do not conduct checks before the payment of zExpense settlements under 700 DKK. Instead, the Travel Office performs a subsequent risk-based random check of these settlements under 700 DKK. This is described at the bottom of section C on this page (the page is only available in Danish: https://sdunet.dk/da/servicesider/oekonomi/rejser/zexpense-it-system-til-afregning/zexpense-arbejdsfordeling#c-rejsekontorets-opgaver). The employees in the Travel Office have now completed the random check for the 4th quarter of 2024. We have assessed that there is a need to send out some information about certain aspects of driving in one's own car, where there is room for improvement in the work done at institutes, faculties, and areas. SDU's travel rules are based on the Ministry of Finance's business travel agreement. It is a fundamental principle in both the business travel agreement and SDU's travel rules that we cover an employee's additional expenses for being on a business trip. We experience cases of business trips with driving in one's own car where there is no reduction for saved expenses for transport between home and main workplace if the drive starts or ends at home. In some cases, it is correct that there is no reduction, but then the problem is that it is not stated in zExpense that the employee normally does not use a car to the main workplace, or that the drive took place on an agreed remote workday. • You can read more about these rules in sections 5.1, 5.3, and 5.4 of our internal circular on SDU's reimbursement for driving in one's own car. See this page: https://sdunet.dk/en/servicesider/oekonomi/rejser/transport/godtgoerelse egen bil • See also note 1 below.

Afregningen af kørsel i egen bil skal ske for den faktisk foretagne kørsel. Vi har i stikprøvekontrollen fundet tilfælde, hvor der i zExpense er oplyst SDU som startsted (eller slutsted) på køreturen i egen bil, men hvor vi har stærke indikationer på, at turen er startet (eller sluttet) på bopælen.

- Indikationen kan være, at den rejsende har oplyst klokkeslæt på afregningen, der ligger noget før og/eller efter normal arbejdstid.
- Indikationen kan være, at Storebælt-betalingsanlægget i Korsør er blevet passeret meget tidligt om morgenen (eller sent på aftenen).
- Indikationen kan være, at det fremgår af en mødeindkaldelse eller anden information i afregningen, at et møde i Aalborg er startet kl. 8.30. Det er vanskeligt at forestille sig, at en medarbejder med bopæl i fx Vejle har været omkring sin hovedarbejdsplads/campusby i Sønderborg, Esbjerg, Kolding eller Odense inden køreturen nordpå til Aalborg.
- Læs om dette i punkt 8.1 på <https://sdunet.dk/da/servicesider/oekonomi/rejser/transport/goetgoerelse egen bil>.
- Se også nedenstående note 2.

Ved kørsel i egen bil til / i / fra udlandet skal turen i zExpense opdeles i kørsel i Danmark og i udlandet.

Du kan læse mere om dette i punkt M på

<https://sdunet.dk/da/servicesider/oekonomi/rejser/transport/egen bil>.

Vi inviterer til et webinar fredag den 25. april 2025, hvor vi gennemgår reglerne vedrørende kørsel i egen bil.

The settlement of driving in one's own car must be for the actual drive undertaken. In the random check, we have found cases where SDU is stated as the starting point (or endpoint) of the drive in one's own car in zExpense, but we have strong indications that the drive started (or ended) at home.

- The indication may be that the traveler has stated a time on the settlement that is somewhat before and/or after normal working hours.
- The indication may be that the Great Belt toll station in Korsør has been passed very early in the morning (or late in the evening).
- The indication may be that it appears from a meeting invitation or other information in the settlement that a meeting in Aalborg started at 8:30 AM. It is difficult to imagine that an employee living in, for example, Vejle has been around their main workplace/campus city in Sønderborg, Esbjerg, Kolding, or Odense before the drive north to Aalborg.
- Read about this in section 8.1 on this page: <https://sdunet.dk/en/servicesider/oekonomi/rejser/transport/goetgoerelse egen bil>
- See also note 2 below.

When driving in one's own car to/in/from abroad, the trip in zExpense must be divided into driving in Denmark and abroad.

You can read more about this in section M on this page:

<https://sdunet.dk/en/servicesider/oekonomi/rejser/transport/egen bil>

We invite you to a webinar on Friday, April 25, 2025, where we will review the rules regarding driving in one's own car.

Note 1

In zExpense can the traveler enter the distance once and for all between home and main workplace:

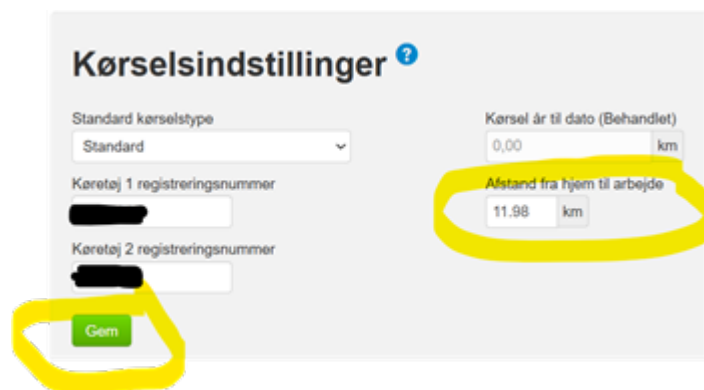
Click on your name at the top right in zExpense

Click on "Private Settings"

Click on the tab "Mileage"

Enter the distance in the "Home to work distance" field

Click on "Save".



If a traveler moves home or main workplace, the new distance can be entered and saved in the same way.

In this context, it can be asked whether the employees at SUND have updated the distance after moving the workplace from Winløvparken to the new SUND at Campusvej.

For each driving entry in zExpense, it can then be chosen whether the distance from home to work should be deducted.

See to the left between the vehicle's license plate and the colored fields with "Save", "Continue route" etc.

Note 1

In zExpense, travelers can enter the distance between their home and main workplace once and for all:

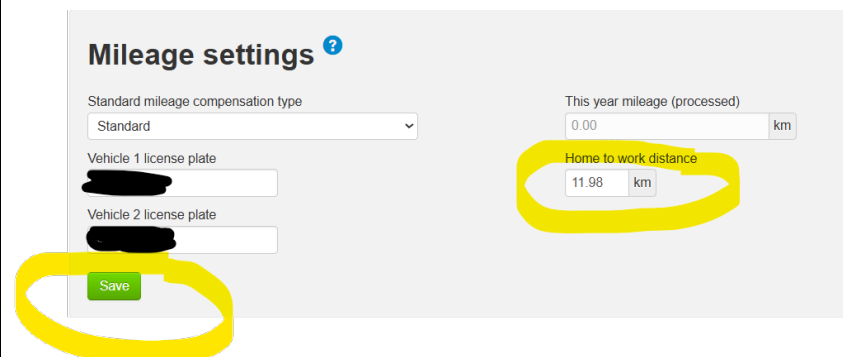
Click on your name at the top right in zExpense

Click on "Private Settings"

Click on the "Mileage" tab

Enter the distance in the "Home to work distance" field

Click "Save".

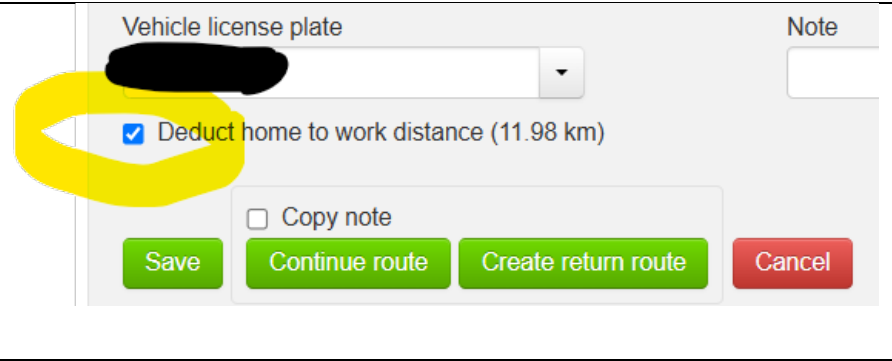


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Note 2 Jeg bruger ofte min egen situation som eksempel på betydningen af, om der oplyses bopæl eller hovedarbejdsplads som startsted på en tjensterejse: Jeg bor i Odense SV. Jeg har 12 kilometer mellem min bopæl i Odense SV og min hovedarbejdsplads på Campusvej 55 (i praksis Fioniavej 30) i Odense M. Hvis jeg en dag starter arbejdsdagen med en tjensterejse til SDU's campus i Kolding, så kører jeg 69 kilometer fra Odense SV til Kolding. Når jeg indtaster min kørsel i zExpense, skal jeg reducere med de 12 kilometer, så SDU udbetaler kørselsgodtgørelse for 57 kilometer til mig. Hvis jeg i stedet for bopælen i Odense SV havde oplyst, at køreturen var startet på Fioniavej 30, så ville jeg have fået refunderet 75 km. Det vil sige 18 kilometer mere end mine merudgifter (og seks kilometer mere end jeg faktisk har kørt).	Note 2 I often use my own situation as an example of the importance of whether the home or main workplace is stated as the starting point for a business trip: I live in Odense SV. I have 12 kilometers between my home in Odense SV and my main workplace at Campusvej 55 (in practice Fioniavej 30) in Odense M. If I start my workday with a business trip to SDU's campus in Kolding, I drive 69 kilometers from Odense SV to Kolding. When I enter my drive in zExpense, I need to reduce it by the 12 kilometers, so SDU reimburses me for 57 kilometers. If I had instead stated that the drive started at Fioniavej 30, I would have been reimbursed for 75 kilometers. That is 18 kilometers more than my additional expenses (and six kilometers more than I actually drove).