

## New declaration form for **domestic** travel expenses.

Click on the Dutch or English version of the form.  
Please use your TUE-username (NT-account) and password.

1. Your personal details are already filled out on the form.
2. Fill in your expenses.
3. Choose the right cost centre, activity or project number.
4. Save

The screenshot shows the 'Expense statement' form with personal details pre-filled. A red circle highlights the address field (1). A table for 'Enter expenses' is shown with a red circle around the 'Amount' field (2). Another red circle highlights the 'Costcenter' field (3). A '4' is placed near the 'Save' button.

5. **FINALIZE** and print the form.

The screenshot shows the 'Overview' page with a table of expense statements. A red circle highlights the 'Final' column, indicating that the statements are finalized. Buttons for 'Copy expense statement(s)' and 'Finalize expense statement(s)' are visible at the bottom.

Copy	Number	Name	Purpose	Date	Amount	Final	Print
<input type="checkbox"/>	-	ing. M.J.M. van Dommelen	symposium (copie)	16/07/2009	19,00	<input type="checkbox"/>	
<input type="checkbox"/>	49004477	ing. M.J.M. van Dommelen	symposium	16/07/2009	19,00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	-	ing. M.J.M. van Dommelen	Test of alles werkt 19-6-2009 (copie)	14/07/2009	41,66	<input type="checkbox"/>	
<input type="checkbox"/>	49000002	ing. M.J.M. van Dommelen	Test of alles werkt 19-6-2009	19/06/2009	41,66	<input checked="" type="checkbox"/>	

6. Sign the form, add proof of payment. The form will follow the existing procedure.

The screenshot shows the final printed declaration form in Dutch. It includes personal details, a table of travel expenses, a table of other costs, and a summary of the total amount to be paid.

DECLARATIE BINNENLANDSE DIENSTREIZEN      NUMMER Test49000055

Naam	Albert Einstein
Adres	Wetenschapsweg 93
Postcode	5600AA
Woonplaats	Eindhoven
Bank/giro rekeningnummer	123456789
Telefoonnummer TU/e	5599
Email	A.Einstein@tue.nl

Motivering reis  
Bezoek TU/e

Vervoer middel	Van Plaats	Datum	Tijd	Tot Plaats	Datum	Tijd	Afst.	Bedrag €
Trein	Utrecht	01/04/2009		Eindhoven	01/04/2009			39,00
Totaal								39,00

Verblijf- en overige kosten \*

Omschrijving	Bedrag €
Lunch	7,75
Totaal	7,75

Toelichting

Totaal over te maken	€	46,75
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Goedkeuring  
De kosten komen ten laste van:

BE	Kostenplaats	Costensoort	Projectnummer	Taak	Activiteit
01	010000	57501			

Declarant	Budgethouder	Fiat voor betaling
Albert Einstein Datum: 01/06/2009	Naam: Datum:	Naam: Datum:

\* belegstukken bijvoegen

Please note:

This form is for **domestic** travel only.  
You have to have Internet Explorer 6 or 7.

Would you happen to have any questions regarding the form please contact Servicedesk ORCA: telephone 5599 or [servicedesk.orca@tue.nl](mailto:servicedesk.orca@tue.nl)