Travel and expenses new expense claim

1. Go to your remote workplace

2. Go to SAP Self Service

3. Go to Self Service >> Travel and expenses

4. Go to New expense claim

5. Fill in the form as completely as possible

**Description of expense claim:**
- Travel expenses
- Date: Starting and end date of month
- SAP number: (consult with your supervisor)
- Type of costs: Travel Netherlands
- Cost specification: Travel expenses
- Qty: Number of actual travel days in indicated months

Discover the world at Leiden University
Go to your remote workplace

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Go to New expense claim

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Travel and expenses

Overview (2)

New expense claim

New advance

Edit

View: [Standard View]  

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example commuting 2021</td>
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Travel and expenses new expense claim

- Welcome
- Personal Profile
- Work for third parties
- Leave
- Flexible Benefits
- Travel and Expenses
- Salary Statement
- Annual tax statement
- Inkoop
- ROG Engels
- Tijdschriften

More Information
- Manual Travel and expenses

Travel and expenses

Overview (2)

Selection criteria

View: [Standard View] - New expense claim - New advance - Edit

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   - Date: Starting and end date of month

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3. Type of costs: Travel Netherlands

4. Cost specification: Travel expenses

5. Qty: number of actual travel days in indicated months

<table>
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<th>End date</th>
<th>Time</th>
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</tbody>
</table>

Remark:
- Commuting expense claim afterwards - monthly expenses
- February max amount 45 EUR
- Km already incurred - no attachment

Total amount 77.20 EUR