

## Information regarding reimbursement of expenses in January 2023

Aalborg University (AAU) is implementing a new financial system in January 2023. This may affect you as a guest at AAU.

During the period of implementation AAU cannot effect payments. Please note important dates below.

### How does this affect payments?

During the implementation period, it unfortunately will not be possible for AAU to reimburse expenses. To avoid late payments during this period, we would therefore like to receive eForms expense reports before **22 December 2022**. This will provide time to process the expenses before final payment on **30 December 2022** before switching to new financial system.

eForms will remain open until **5 January 2023**, however payment will only happen after **24 January 2023**.

eForms is closed from **5 January to 30 January 2023**, after which reimbursement will be possible again.

We apologize for the inconvenience.

Kind Regards,

Morten Bang Henriksen  
Chief accountant

Steen Harrit Jakobsen  
CFO



AALBORG UNIVERSITET

Finance and Accounts department  
Fredrik Bajers Vej 7K  
9220 Aalborg East  
[www.okonomi.aau.dk](http://www.okonomi.aau.dk)