

Appendix information claim

Claims digital. What will this mean for me?

Advantages

- ✓ No more printing and sending by mail; the expenses claim is submitted digitally
- ✓ Quicker processing equals quicker reimbursement
- ✓ No risk of claim forms and receipts getting lost in the mail

Digitally submitting the payment request and receipts

- ✓ Sign all the paper documents with your initials and date before you digitalize them¹⁾
- ✓ Documents that have been received digitally do not have to be signed with your initials/date
- ✓ Make sure that all the information on the digital documents are clear and well readable
- ✓ Like before, you can fill out the claim form in the RUG-claim portal
- ✓ Attach the digital receipts in the RUG-claim portal. Make sure you keep the original receipts until the claim is paid out. During this period you can be selected on the basis of a sample and you will be asked to submit the original receipts.²⁾
- ✓ After submitting the expenses claim including the receipts, the documents will be automatically forwarded to the approver in ISP-Invoice.
- ✓ Within a few days you will receive the payment, provided that the expenses claim has been filled out correctly and it is approved by the budget holder in due time.

¹⁾ To digitalize the documents, you could for example scan them through the RUG-copier and then save them onto your work computer.

²⁾ Requesting any original receipt is a condition set by the tax authorities.

Questions

If you need any assistance with filling out the digital form, please contact the FSSC Service desk (050 363 4000 or FSSC@rug.nl)