

There is a welcome transition into our new virtual spaces:

all student expense forms are to be processed through the Rotterdam University (HR) online system.

The procedure and form are unfortunately only available in Dutch:

https://hint.hr.nl/nl/HR/Voorzieningen--Services/Financien/Kosten-declareren/Declaratieformulier_HR/

and if this doesn't get you there directly go here:

<https://hint.hr.nl/nl/HR/Voorzieningen--Services/Financien/Kosten-declareren/declareren-als-student/>

Use your HR email address.

to fill in blanks you are not familiar with use these:

Instituut	WDK510
Contactpersoon	PZI/ XPUB: A. Mansoux 510560
Soort declaratie	declaratie student
Omschrijving	your costs - name of company or see spreadsheet

Please note, there is only room for 3 receipts:

If using the excel please place: in OMSCHRIJVING #1 #2 and #3

-date of declaration (today)

-omschrijving -> pop-up → gemaakte kosten [± costs paid, see screen shot for other choices]

-total amount for your declaration

If you have more than 3 receipts, make an Excel sheet as the first page of your numbered and scanned receipt attachment.

And place: in OMSCHRIJVING #1

-date of declaration (today)

-omschrijving -> see spreadsheet

-total amount for your spreadsheet

Excel sheet

Place in separate columns:

-the number of each receipt, in sequential order

-date of purchase

-name of company

-what for (material costs SP# --> travel --> grad show --> professional development (€100,- per academic year) —> or specified by Aymeric)

-amount in Euro's

-at the bottom of the amount list the total amount

Required Attachment

You must upload a scan of your receipts numbered according to the Excel list or the

omschrijving 1-2 -3. It must be a .PDF (and only 1), the maximum size is 10 MB

After sending in the form you will receive a confirmation mail with a link, and only after clicking on that link are your expenses submitted.

PLEASE NOTE: all original receipts must be kept for a period of at least two *Fiscal Years* (January - December).

The University can request at any moment your original receipts, and should you not be able to produce them (within a period of time set by the University the accounting department will require a refund for all costs unaccounted for.

Translation

- Hintshop reimbursement
- kilometer compensation
- internship costs
- costs paid*