



VRIJE
UNIVERSITEIT
AMSTERDAM

FACULTEIT DER
BÈTAWETENSCHAPPEN

Faculty guideline for declarations- BETA

About this document

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Practical matters regarding declarations

The following document gives a brief overview over the VU expense declaration policy for employees. Please make sure to check the HR pages on VU web for more details:

- [Reimbursement of expenses for internal employees](#)

In principle, all items should be ordered via [bestellen.VU](#). This is because the VU has agreements with various suppliers and is not allowed to deviate from them.

However, sometimes it is not possible to order items for your work via 'bestellen.VU' and you have to order yourself. You can claim these expenses, after consultation with your manager or budget holder via VUweb. Please ensure that you have approval from your line manager before making the expense. Furthermore, it is essential that a line manager ensures that all expenses are according to the existing VU policies.

For different types of expenses different policies apply

- [Business trips](#) see also [Faculty guidelines Business trips](#)
- [Commuting allowance](#)
- [Training and Courses](#)

Please make sure to check those well in advance. Also make sure to check the policy of our faculty regarding gifts etc.: [“Regulation for gifts”](#).