

# How to get the reimbursement of expenses related to your studies

## First check if you already have access to M2 expense system

If you have submitted an expense claim in M2 before, you might already have a valid profile. Try logging in at <https://www.saasm2.com/blue/Login/Haka/> . If you are able to sign in with your Aalto ID & password, please ignore the below instructions for creating a profile. Just go ahead and create your expense claim in M2.

## Create a payment profile

<https://sharepoint.aalto.fi/sites/Workflow/Students/Lists/Payment%20Profile/NewForm.aspx>

**Step 1** Accept the terms and fill out the requested information. All details are mandatory due to Finnish taxation and bookkeeping rules.

- accept the terms and conditions
- country of residence
- bank information: country and bank account number (in IBAN format)

Click "Save". The system checks your details and you will receive an email with a link to Step 2 form.

**Step 2** Follow the link in the email notification. Fill out additional information:

- all first names as written in your passport
- name of Aalto school
- address

Click "Save and submit". It takes an hour for the system to create an M2 profile for you.

## Create your expense claim in M2

Log in to M2 <https://www.saasm2.com/blue/Login/Haka/>

Please note that you can access M2 ONLY from inside Aalto network (not including Aalto Open). In order to do so you can use Aalto workstations, connect your own computer to Aalto network by using VPN or use Aalto Virtual Desktop system VDI (<https://vdi.aalto.fi>) which can also be accessed from any network outside Aalto.

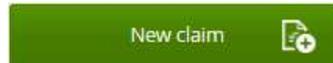
Instructions on how to use VDI: <https://www.aalto.fi/en/services/vdiaaltofi-how-to-use-aalto-virtual-desktop-infrastructure>

Instructions on how to setup VPN connection to Aalto: <https://www.aalto.fi/en/services/remote-connection-to-aaltos-network-vpn>

After you have accessed M2 with a computer for the first time, you can also use M2 mobile. Download M2 mobile from App Store or Google Play Store, open a QR-code in M2 on your computer (top right-hand corner – personal menu - QR-login to M2 Mobile) and activate M2 mobile with the QR-code. No passwords needed for M2 mobile

In M2, create a new claim. Only report those expenses you have paid and that your teacher/course responsible person has approved.

1. Click New claim on Info Page



2. Select Travel type **Aalto Students**

 A screenshot of the M2 interface showing the "New claim" tab selected. The "Claim's organisation" field is set to "ARTS Students (SAB)". The "\* Travel type" field is set to "Not selected".

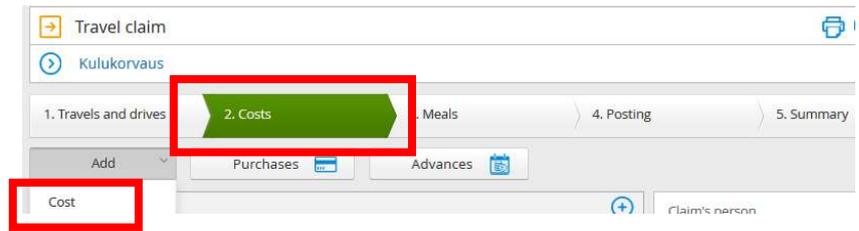
3. Fill out all fields and click Continue:

- \*Destination                    **City, Country** if you claim travel expense  
**Cost claim (Kulukorvaus)** if you claim other expense
- \*Claim Description            **Details of the claim, including:**  
- **code of course/department**  
- **name of approver**  
- **what the claimed expenses are for**
- \*Payment type                 Bank
- \*Start time                     Start of trip. If claiming other expenses, current date
- \*End time                      End of trip. If claiming other expenses, current date
- Travel description            If claiming travel expenses, details of the trip
- Free meals/travel day        0
- \*Do you have your superior's permission    **Yes**
- No daily allowances         **Tick** (per diem not applicable for students)
- Travel funding                **Name/Number and cost center of the project** paying for the expense

 A screenshot of the M2 interface showing the "New claim" tab selected. The "Claim's organisation" field is set to "ARTS Students (SAB)". The "\* Travel type" field is set to "Aalto Students". The "\* Destination" field is empty. The "\* Claim description" field is empty. The "\* Payment type" field is set to "Bank". The "\* Start time" field is set to "DD.MM.YYYY HH:mm". The "\* End time" field is set to "DD.MM.YYYY HH:mm". The "Travel description" field is empty. The "Free meals/travel day" field is set to "0". The "\* Do you have your superiors permission to travel?" field is set to "Yes". The "No daily allowances" field is a checkbox that is unchecked. The "Travel funding" field is empty. The "Continue" button is highlighted with a red box.

4. Open section 2 Costs

Add each of your costs separately



Fill out all fields:

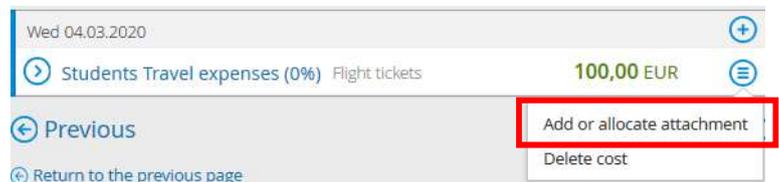
- \* Date: Date of the purchase
  - \* Cost type: Select the cost type based on the vat % of the item on the receipt
  - \* Means of payment: Cash
  - \* Currency amount: Total sum on the receipt, including VAT
  - \* Currency rate: Don't change
- Description: **Details of the expense or purchase.**  
**Travel tickets:** names of travelers and destination or name of company visited  
**Food and beverage:** name and purpose of the event, list of participants and their organization

5. Attach receipts in PDF format

Click on cost line

Select Add or allocate attachment

Browse for, select and send your document

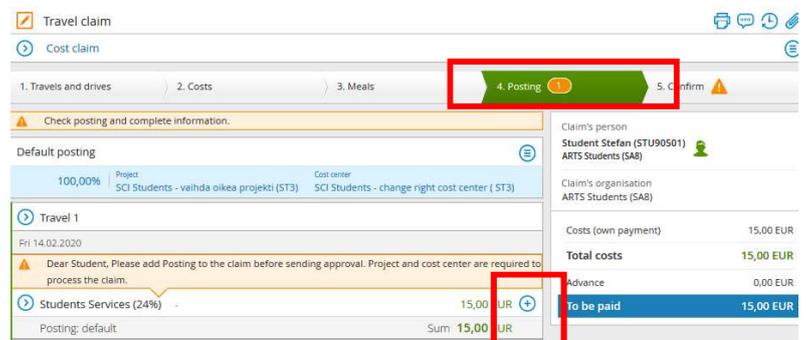


6. Open section 4 Posting

Click on cost line

Enter the **project number**  
The cost center is autofilled

Save



7. Open section 5 Confirm

Type the name of the **approver** in the message field (Expense approved by..)

You don't need to select the approver from the drop down menu

Click Send for approval

Travel claim

Cost claim

1. Travels and drives > 2. Costs > 3. Meals > 4. Posting > **5. Confirm**

Costs (own payment)	15,00 EUR
Students Services (24%)	15,00 EUR
<b>Total costs</b>	<b>15,00 EUR</b>
Advance	0,00 EUR
<b>To be paid</b>	<b>15,00 EUR</b>

\* Approver

Asiatarkastettavaksi / Send to ...

Message

Save as default approver

**Send for approval**

Claim's person  
**Student Stefan (STU90501)**  
ARTS Students (SAB)

Claim's organisation  
ARTS Students (SAB)

Please do not attach documents with sensitive information to your expense claim (e.g. bank account details).

The processing of the expense claim takes approximately 2-3 weeks.

If some information is missing, the claim will be returned to you and the payment will be delayed.

In case of any technical problems, please contact [servicedesk@aalto.fi](mailto:servicedesk@aalto.fi)