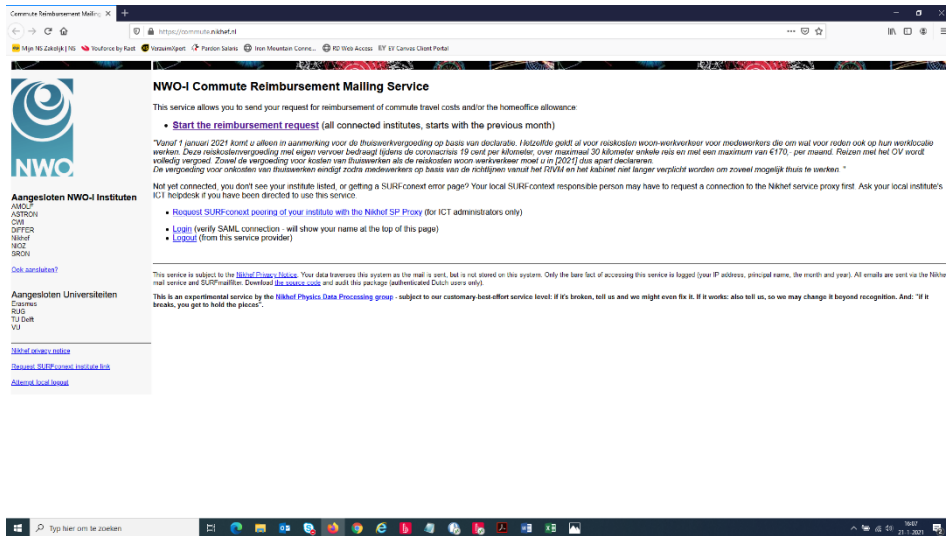
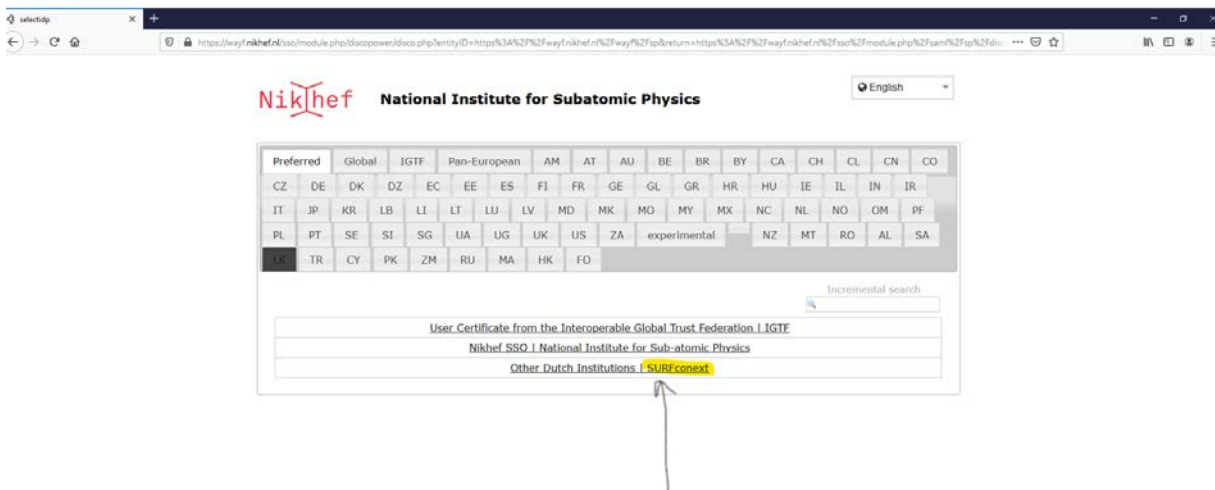


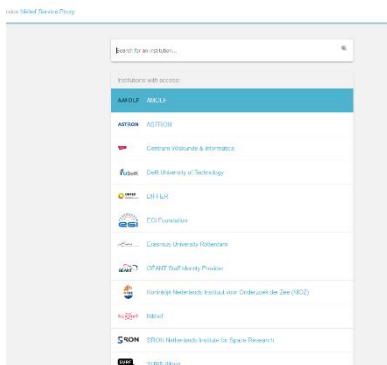
1: Ga naar commute.nikhef.nl. Onderstaand scherm verschijnt.
Go to commute.nikhef.nl. The screen below will appear.



2. Kies: Start the reimbursement request. Onderstaand scherm verschijnt.
Select: Start the reimbursement request. The screen below will appear.



3. Kies SURFconex. Het volgende scherm verschijnt.
Choose SURFconex. The next screen appears.



4. Kies het organisatie-onderdeel waar je werkzaam bent.

Choose your institute

Ben je niet op het netwerk van je werk ingelogd verschijnt onderstaand scherm. Geef dan je inloggegevens van je werkaccount in.

If you are not yet logged in to the network of your work, the screen below will appear. Then enter your login details for your work account.

commute reimbursement request - with the /commute tool.

your username and password

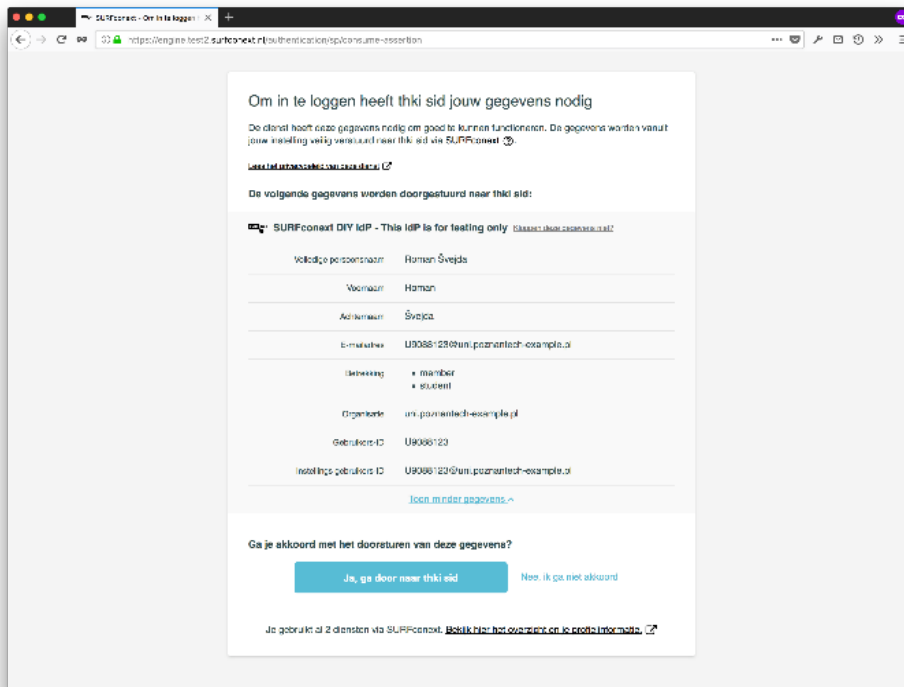
You need to authenticate yourself. Please enter your username and password below.

Username	<input type="text" value="puk234231"/>
Password	<input type="password" value="....."/>
One-time code	<input type="text" value="342123"/>
<input type="button" value="Log in"/>	

[Help! I don't remember my password](#)

5: Geef akkoord.

Agree



Nu ben je ingelogd en kun je je declaratie indienen.

You are now logged in and can submit your claim.