

How to get the reimbursement from Aalto University related to your studies in M2-system

Create a profile

There is a Sharepoint form you need to fill in to create yourself a profile in M2.

M2 is a self service system to claim your cost:

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

The form is two part. In the first (1) part you are asked to accept the terms and conditions and fill in info on home country and bank details. . All details are mandatory due to Finnish taxations and bookkeeping rules.

Then you click "Save" after which the system checks your info and you should receive within few minutes an email with a link – through which you get to the second part AND can check your info and alter it if needed.

In the second (2) part, you will be asked to fill in additional info (all first names, address, etc.) Please fill in and click "save" again. After this it takes an hour for the system to create an M2 profile for you. Then you may sign in to M2 <https://www.saasm2.com/blue/Login/Haka/> and fill in the cost claim there.

IF you have drafted cost claims in M2 before, you can try and go directly to <https://www.saasm2.com/blue/Login/Haka/> and see if you are able to log into M2 with your Aalto ID & password and draft the claims without the steps above.

Filling in the claim in M2

Cost claims are also made on the same travel claim base so choose a travel claim

- Select travel time one minute
- Destination: Cost claim.
- Payment type: Bank
- Description: publishing dissertation
- Daily allowances: No daily allowances
- Free meals: 0 peaces

Please attach your receipts or proof of payment in PDF format for those expenses you have paid and agreed with your teacher/course responsible person. Please also give information on the course (name of the course/department and responsible person) the costs are related to and to which project the cost belong.

In case of any technical problems, please contact servicedesk@aalto.fi