Travel and subsistence claim form

Statens fellesblankett

Bruker-nummer	

Surname and forename		National identity no (11 digits)		R/N	

Home address		Postal code	City	Vedleggsnr.

Position		Name/Code of bank (write on reverse side)	Bank acct. Girobank	

Agency/ Institution		Dept./ Divisjon		Tj.steds-nummer

Employee no. (4 or 5 digits)		Tax municipality		Municipal-ity code		Tax per cent		Departure	Date	Time

Claim in connection with ☐ Course ☐ Official journey

Destination and purpose of journey	Return	Date	Time

Please specify ☐ Other

Overn. stay (See reverse side) ☐ Hotel Board house ☐ ☐ Other

Amounts claimed		SD-Code	TT-Code	M	Number	Rate NOK	øre	Amount NOK	øre	Kap., post, u.p., u.u.p.	Internregnskap Kode 2	Kode 3	Kode 4
Total expenses from reverse side			1041										
Incident. expenses		619	1057										
Subsist-ence allow-ance, no overnight stay	Domestic Under 5 hours		1041										
	Domestic 5-9 hours	614	1083										
	Domestic 9-12 hours	614	1084										
	Domestic More than 12 hours	614	1085										
	Foreign 6-12 hours	614	1042										
	Foreign More than 12 hours	614	1042										
Subsist-ence allowan-ce, with over-night stay	Domestic 8-12 hours	610	1086										
	Domestic More than 12 hours	610	1087										
	Foreign	610	1052										
	Foreign	610	1052										
Over-night accom-modation supple-ment No vouchers	GTAS* (domestic)	610	1053										
	Overnight hotel accom. domestic	610	1078										
	GTAS* (foreign)	610	1056										
Use of own transport-ation. Please specify journey on reverse side	Private car: 0-9,000 km									1)			
	Private car: more than 9.000 km									2)			
	Home - work (taxable portion)	111	1069										
	Private car: Passenger suppl.	714	1045										
	Other												
Stay exeeding 28 nights	Subsistence allowance												
	Overnight accommodation allowance												
Other expences	Other												
Sub-total													
Deduc-tions	Breakfast/ lunch/dinner	614	1049	1				÷					
	Breakfast/ lunch/dinner	610	1050	1				÷					
GRAND TOTAL													
Less advance received	Paid by		8020	(Specification on reverse side)	Reise nr.			÷					
NET TOTAL	☐ Clai-med ☐ Due to inst.												

Claimant's signature	Date	I, the undersigned, agree that any amount due may be deducted from my salary.	Approval (sign. of authorizing officer)

Payment	Paid by (institution)		Utbetales og posteres i samsvar med foranstående
	Date	Payment authorization	Countersignature

Receipt for payment made in cash	Sum received	Date	Signature	Utbetalingsstedets merkn. ved utbetalingen

X-0095 E (Godkj. 07-2002) Elektronisk utgave

* GTAS = Government Travel Allowance scale for domestic and foreign travel

For regnskapsføreren: 1) Kode SD 712/TT 1047 2) Kode SD 152 / TT 1054

Name							National identity			

Journey specification

Expenses

Date	FROM		To		Mode of transport*		Currency		Exhange rate	Amount
	Time	Place	Place	Time	Type	Total km priv. transp.	Code	Amount		

Authoriza-tion for use of private car	Date	Total km this jorney. Carry forward to Use of own transportation on front page.			Sub-total	
	Authorizing officer	+ Total mileage this year (km)		☐ Mark with X if transferring km.		
		Cumulative mileage this year(km)				

▶ ***For use of private car, please include:**
Itinerary - distance driven for each journey, listed by destination and speedometer reading
-reason for detours - local mileage at destination.

Calculating subsistence allowance
Travel period in connection with a course ends when the course starts. New travel period is initiated at the time course concludes.

If subsistence allowance is to be calculated on the basis of days exceeding 6 hours, the number of days should be entered on the reverse side under «Subsistence/allowance with overnight stay», TT code 1086/1087/1052

Subsistence and accommodation by voucher
Enter here food and accommodation expenses documented by vouchers. If in addition to recovering these expenses you are entitled to a course allowance, enter the number of days under TT code 1057 on the front. The total course allowance should be entered in the "amount" column.

Expenses for accommodation, food, etc.

Date	Specification	Currency		Exhange rate	
		Code	Amount		
Total (enter on reverse side, TT-kode 1041)					

Overnight stay

Name and address of hotel, boarding house, etc. (not private lodgings)	

Remarks
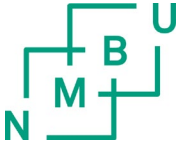
How to fill out and submit the form

1. Start by filling out personal and journey information on the front page

- **Surname and forename**
- **Norwegian national identity number** (date of birth if you don't have a Norwegian ID number)
- **Home address**
- **Bank account number**
  - Your private bank
  - Name and account number: + SWIFT + IBAN-number (if the account is in an EU/EØS-country) should be written on the reverse side of the form (Remarks).
- **Agency/Institution** NMBU
- **Department/Division** HH
- **Claim in connection with** (type of journey)
- **Destination, including town**
- **Purpose of journey**
- **Date and time of departure and return**
- **Overnight stay** (type of board)

2. Fill out the reverse page

- **Journey specification and expenses**
  - Specification and expenses to be reimbursed for transport etc.
- **Expenses for accommodation, food, etc.**
  - List all expenses for accommodation (hotel, hostel, apartment), food and other expenses such as parking etc.
  - Remember to provide name and address of all accommodation that has caused expenses.
  - If you have spent one or more nights in private accommodation, this is to be specified in the next section «Overnight stay».
- **Overnight stay**
  This section is to be filled out for accommodation you have not had any expenses for:
  - Provide the name and address of the hotel, hostel or other accommodation.
  - If you have stayed in a private place, enter «Lived private». You do not have to enter your address.
- **Remarks**
  If your claim form is not self-explanatory, please add any additional information here.
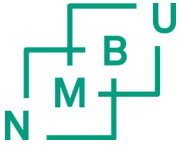
3. Complete filling out the front page

- **Total expenses from the reverse side**
  Transfer from the reverse page the sum of «Travel Expenses» and «Expenses for accommodation, food, etc..»
- **Sub-total**
  Enter the sum of all listed expenses and allowances in the row «Sub-total» and column «Amount».
- **Deductions**
  o Enter meal deductions for food expenses if certain meals have been paid by others.
  o Row «614» refers to meal deductions on day trips, row «610» to travel with overnight stays.
- **Signature**
  Enter date and your signature in the row «Claimant's signature».

4. Submit the form and required documentation

Submit the completed and signed travel expenses claim form together with the original receipts to the PhD-coordinator.