

Travel and subsistence claim form

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.stedsnummer	
Employee no. (4 or 5 digits)	Tax municipality	Municipality code	Tax per cent	Departure	Date Time
Claim in connection with		Destination and purpose of journey			Date Time
<input type="checkbox"/> Course <input type="checkbox"/> Official journey					Return
<input type="checkbox"/> Other		Please specify			Ovem. stay <input type="checkbox"/> Hotel <input type="checkbox"/> house <input type="checkbox"/> 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								
Subsistence allowance, no overnight stay	Domestic	Under 5 hours		1041						
		5-9 hours	614	1083						
		9-12 hours	614	1084						
	Foreign	More than 12 hours	614	1085						
		6-12 hours	614	1042						
		More than 12 hours	614	1042						
Subsistence allowance, with overnight stay	Domestic	8-12 hours	610	1086						
		More than 12 hours	610	1087						
	Foreign	610	1052							
Overnight accommodation supplement No vouchers	GTAS* (domestic)	610	1053							
	Overnight hotel accom. domestic	610	1078							
	GTAS* (foreign)	610	1056							
Use of own transportation. 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							
Stay exceeding 28 nights	Subsistence allowance									
	Overnight accommodation allowance									
Other expenses	Other									
Sub-total										
Deductions	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	<input type="checkbox"/> Claimed <input type="checkbox"/> 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

Name						National identity						
Journey specification						Expenses						
Date	FROM		To		Mode of transport*		Currency		Exchange rate	Amount		
	Time	Place	Place	Time	Type	Total km priv. transp.	Code	Amount				
Authoriza- tion for use of private car	Date		Total km this journey. Carry forward to Use of own transportation on front page.				<input type="checkbox"/>	Sub-total				
	Authorizing officer										+ Total mileage this year (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		Exchange 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