

Reiseregning skal leveres **senest 1 måned** etter at reisen er avsluttet.  
Utlegg dekkes etter reglene i statens reiseregulativ

## Travel and subsistence claim form

Surname and forename	Ola Norman		National identity no.	311085-00300	
Home address	Olasvei 10	Postal code	0510	City	Oslo
E-mail	<a href="mailto:olanorman@uio.no">olanorman@uio.no</a>		Mobile phone	555 55 555	
Agency / Institution	University of Oslo		Bank account	555555505	

<b>Claim in connection with:</b>		Destination	Copenhagen		Departure	Date	26.02.20	Time	8.10	
Course <input type="checkbox"/> Official journey <input type="checkbox"/> Other : <input checked="" type="checkbox"/> Please specify conference		Purpose of journey	Generic Conference Name in Copenhagen		Return	Date	03.03.20	Time	17.30	
					Overn. Stay	(See reverse side)				
					<input checked="" type="checkbox"/>	Hotel	<input type="checkbox"/>	Board house	<input type="checkbox"/>	Other
<b>Amount claimed</b>	TT - code	Number	Rate kr / øre	Amount kr / øre	Konto (kode 1)	Kostnadssted (kode 2)	Tiltak/prosjekt (kode 3)			
<b>Total expenses from reverse side</b>	1041		→	6,059.52						
<b>Subsistence allowance, no over-night stay</b>	Domestic	5 - 9 hours	1083							
		9 - 12 hours	1084							
		More than 12 hours	1085							
<b>Subsistence allowance, with over-night stay</b>	Foreign	6-12 hours	1042							
		More than 12 hours	1042							
<b>Subsistence allowance, with over-night stay</b>	Domestic	8 -12 hours	1086							
		More than 12 hours	1087							
<b>Over-night accom. suppl.</b>	Foreign		1052							
			1052							
<b>Use of own transportation. (Please specify journey on reverse side)</b>	Domestic	Private car: 0-9,000 km								
		Private car: more than 9,000 km								
	Foreign	Home - work (taxable portion)	1069							
		Home - work Passenger suppl.	1045							
<b>Stay exceeding 28 days</b>	Subsistence allowance									
	Other									
<b>Other exp.</b>	Other									
<b>Sub-total</b>					6,059.52					
<b>Deductions</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	÷						
	Number:	Number:	Number	÷						
<b>GRAND TOTAL</b>				→	6,059.52					
<b>Less advance received</b>	8020	Specification on reverse side		÷						
<b>NET TOTAL</b>	Claimed <input type="checkbox"/>	Due to inst. <input type="checkbox"/>		→	6,059.52					
<b>Claimant's signature</b>	Date				I, the undersigned, agree that any amount due may be deducted from my salary.					
	Date				Signature					
<b>Payment</b>	Anvisende myndighet				Godkj. Leder					
	Anvist dato Etter fullmakt (underskrift)				Attestasjon					
				Utbetales og posteres i samsvar med foranstående						
				Utbetalingsstedets merknader ved utbetaling						

Name							National identity 311085-00300			
<b>Journey specification</b>							<b>Expenses</b>			
Date	FRA		TIL		Mode of transp.		Currency		Exchange rate	Amount
	Time	Country and place	Country and place	Time	Type	Km priv. Transp	Code	Amount		
26.02.20	8.10	Oslo	Copenhagen (r/t)	14.00	Flight		DKK	1,698.00	1.440	2,445.12
26.02.20	14.30	Copenhagen Airport	Generic Hotel Name	15.00	Bus		DKK	20.00	1.440	28.80
03.03.20	10.00	General Hotel Name	Copenhagen Airport	10.30	Bus		DKK	20.00	1.440	28.80
<b>Authorization for use of private car</b>	Date	Total km this journey. Carry forward to Use of own transportation on front page				0.00	Mark with X if transferring km.	Sub-total	2,502.72	
	Authorizing officer	+ Total mileage this year (km)								
		= Cumulative mileage this year(km)				0.00				

**\* For use of private car, please include:**  
 Reiseruten - kjørt distanse for hver reise, oppgitt etappevis og avlest på kilometertelleren -  
 Reason for detours - local mileage at destination.

<b>Calculating subsistence allowance</b> 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 <b>Subsistence and accommodation by voucher</b> 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	<b>Expenses for accommodation, food, etc.</b>				Current		Exchange rate	Amount
	Date	Specification	Code	Amount				
	26.2.20	Hotel	DKK	2,470.00	1.440	3,556.80		
<b>Total (enter on reverse side, TT-kode 1041)</b>						<b>6,059.52</b>		

<b>Overnight stay</b>	
Name and address of hotel, boarding house, etc. (not private lodging)	Generic Copenhagen Hotel Name, 123 Copenhagen Street ZIP

<b>Remarks</b>