

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			
Claim in connection with		<input type="checkbox"/> Course <input type="checkbox"/> Official journey		Destination and purpose of journey				Return		Date			
<input type="checkbox"/> Other		Please specify						Overn. (See reverse side) Board 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	Kontering		Virksomhetsregnskap			
										Kode 2	Kode 3	Kode 4	
Total expenses from reverse side			1041										
Incident. expenses		619	1057				0,00						
Subsistence allowance, no overnight stay		Domestic											
		Under 5 hours		1041			0,00						
		5-9 hours		614	1083			0,00					
		9-12 hours		614	1084			0,00					
Foreign		6-12 hours		614	1042		0,00						
		More than 12 hours		614	1042		0,00						
Subsistence allowance, with overnight stay		Domestic											
		8-12 hours		610	1086		0,00						
		More than 12 hours		610	1087			0,00					
		Foreign		610	1052			0,00					
Foreign				610	1052		0,00						
Over-night accommodation supplement No vouchers		GTAS* (domestic)		610	1053		0,00						
		Overnight hotel accom. domestic		610	1078		0,00						
		GTAS* (foreign)		610	1056			0,00					
Use of own transportation. Please specify journey on reverse side		Private car: 0-9,000 km					0,00	1)					
		Private car: more than 9,000 km					0,00	2)					
		Home - work (taxable portion)		111	1069			0,00					
		Private car: Passenger suppl.		714	1045			0,00					
Stay exceeding 28 nights		Other					0,00						
		Subsistence allowance					0,00						
Other expenses		Overnight accommodation allowance					0,00						
		Other					0,00						
Sub-total							0,00						
Deductions		Breakfast/lunch/dinner		614	1049	1	÷	0,00					
		Breakfast/lunch/dinner		610	1050	1	÷	0,00					
GRAND TOTAL							0,00						
Less advance received		Paid by		8020	(Specification on reverse side)	Reise nr.	÷	0,00					
NET TOTAL		<input type="checkbox"/> Claimed <input type="checkbox"/> Due to inst.						0,00					
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									
Receipt for payment made in cash		Date		Payment authorization									
		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	Country and place	Country and 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.			0	<input type="checkbox"/>	Sub-total	0,00	
	Authorizing officer		+ Total mileage this year (km)						Mark with X if transferring km.	
		Cumulative mileage this year(km)			0					

* When travelling by air, state country of destination.
 *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)				0,00

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

Remarks