

Surname and forename	X	National identity no (11 digits)	R/N
Home address	X	Postal code	City
Position		Name/Code of bank (write on reverse side)	Bank acct. Girobank
Agency/Institution	X	Dept./Division	X
Employee no. (4 or 5 digits)		Tax municipality	Municipality code
Claim in connection with	<input type="checkbox"/> Course <input type="checkbox"/> Official journey	Destination and purpose of journey	Departure Date
	<input checked="" type="checkbox"/> Other	<i>CaUSci conference</i> <i>Metaphysics of free will</i>	Return Date
	Please specify <i>Conference</i>		Overnight stay <input type="checkbox"/> Hotel <input type="checkbox"/> house <input type="checkbox"/> Other

Amounts claimed	SD-Code	TT-Code	M	Number	Rate	Amount	Kontering	Virksomhetsregnskap		
								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								
		5-9 hours	614	1083						
		9-12 hours	614	1084						
		More than 12 hours	614	1085						
Subsistence allowance, with overnight stay	Domestic	6-12 hours	614	1042						
		More than 12 hours	614	1042						
Subsistence allowance, with overnight stay	Foreign	8-12 hours	610	1086						
		More than 12 hours	610	1087						
Overnight accommodation supplement No vouchers	Foreign	GTAS* (domestic)	610	1053						
		Overnight hotel accom. domestic	610	1078						
Use of own transportation. Please specify journey on reverse side	Private car	0-9,000 km					1)			
		more than 9,000 km					2)			
		Home-work (taxable portion)	111	1069						
		Passenger suppl.	714	1045						
Stay exceeding 28 nights	Other	Subsistence allowance								
		Overnight accommodation allowance								
Other expenses										

Sub-total									
Deductions	Breakfast/lunch/dinner	614	1049	1		÷			
	Breakfast/lunch/dinner	610	1050	1		÷			
<b>GRAND TOTAL</b>									
Less advance received	Paid by	8020			(Specification on reverse side)	Reise nr.	÷		
<b>NET TOTAL</b>	<input checked="" type="checkbox"/> Claimed <input type="checkbox"/> Due to inst.								

Claimant's signature	X	Date	X	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		
X							X	X		
X							X	X		
X							X	X		

Authorization 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 Mark with X if transferring km.	
	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	
	Train ticket	X	X	
		X	X	
		X	X	
Total (enter on reverse side, TT-kode 1041)				

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

Remarks