

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		<input type="checkbox"/> Course <input type="checkbox"/> Official journey		Destination and purpose of journey				Return		Date	Time
<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								
Subsistence allowance, no overnight stay	Domestic	Under 5 hours	1041								
		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	Domestic	8-12 hours	610	1086							
		More than 12 hours	610	1087							
Subsistence allowance, with overnight stay	Foreign		610	1052							
			610	1052							
Overnight accommodation supplement No vouchers	Domestic	GTAS* (domestic)	610	1053							
		Overnight hotel accom. domestic	610								
		GTAS* (foreign)	610								
Use of own transportation. Please specify journey on reverse side	Domestic	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 days	Domestic	Subsistence allowance									
		Overnight accommodation allowance									
Other expenses	Other										
Sub-total											
Deductions	Breakfast/lunch/dinner	614		1			÷				
	Breakfast/lunch/dinner	610		1			÷				
GRAND TOTAL											
Less advance received	Paid by	8020			(Specification on reverse side)	Travel no.	÷				
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)	
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	Country and Place	Country and Place	Time	Type	Total km priv. transp.	Code	Amount		
Authorization for use of private car	Date		Total km this journey. Carry forward to Use of own transportation on front page. + Total mileage this year (km) Cumulative mileage this year(km)			<input type="checkbox"/> Sub-total <input type="checkbox"/> Mark with X if transferring km.	Sub-total			
	Authorizing officer									

*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)				

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

Remarks