Statens fellesblankett

Travel and subsistence claim form

Bruker-nummer

Field	Value
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.steds-nummer	
Employee no. (4 or 5 digits)	
Tax municipality	
Municipality code	
Tax per cent	
Departure	Date	Time

Claim in connection with ☐ Course ☐ Official journey ☐ Other — Please specify

Destination and purpose of journey

Return — Date — Time

Overn. stay (See reverse side) Board ☐ Hotel ☐ house ☐ 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					
	Domestic 5-9 hours	614	1083					0,00					
	Domestic 9-12 hours	614	1084					0,00					
	Domestic More than 12 hours	614	1085					0,00					
	Foreign 6-12 hours	614	1042					0,00					
	Foreign More than 12 hours	614	1042					0,00					
Subsistence allowance, with overnight stay	Domestic 8-12 hours	610	1086					0,00					
	Domestic More than 12 hours	610	1087					0,00					
	Foreign	610	1052					0,00					
	Foreign	610	1052					0,00					
Overnight 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					
	Other							0,00					
Stay exeeding 28 nights	Subsistence allowance							0,00					
	Overnight accommodation allowance							0,00					
Other expences	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	☐ Claimed ☐ 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

Date — Payment authorization

Receipt for payment made in cash — Sum received — Date — Signature

Utbetalingsstedets merkn. ved utbetalingen

X-0095 E (Godkj. 08-2005) Elektronisk utgave   * GTAS = Government Travel Allowance scale for domestic and foreign travel   For regnskapsføreren: 1) Kode SD 712/TT 1047 2) Kode SD 152 / TT 1054

Name								National identity			

Journey specification / **Expenses**

Date	FROM		To		Mode of transport*		Currency		Exhange 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 jorney. Carry forward to Use of own transportation on front page.	0	☐		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