Statens fellesblankett

Travel and subsistence claim form

Bruker-nummer

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: ABEL SYMPOSIUM 2009 VOSS			Return: Date / Time
					Overn. stay (See reverse side) ☒ Hotel ☐ Board 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								
Subsist-ence allow-ance, no overnight stay	Domestic	Under 5 hours		1041								
		5-9 hours	614	1083								
		9-12 hours	614	1084								
		More than 12 hours	614	1085								
	Foreign	6-12 hours	614	1042								
		More than 12 hours	614	1042								
Subsist-ence allowan-ce, with over-night stay	Domestic	8-12 hours	610	1086								
		More than 12 hours	610	1087								
	Foreign		610	1052								
	Foreign		610	1052								
Over-night accom-modation supple-ment No vouchers	GTAS* (domestic)		610	1053								
	Overnight hotel accom. domestic		610	1078								
	GTAS* (foreign)		610	1056								
Use of own transport-ation. Please specify journey on reverse side	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								
	Other											
Stay exeeding 28 nights	Subsistence allowance											
	Overnight accommodation allowance											
Other expences	Other											
Sub-total												
Deduc-tions	Breakfast/ lunch/dinner		614	1049	1			÷				
	Breakfast/ lunch/dinner		610	1050	1			÷				
GRAND TOTAL												
Less advance received	Paid by			8020		(Specification on reverse side)	Reise nr.	÷				
NET TOTAL	☐ Clai-med ☐ 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 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

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	Place	Place	Time	Type	Total km priv. transp.	Code	Amount		

Authorization for use of private car	Date	Total km this jorney. Carry forward to Use of own transportation on front page.	
	Authorizing officer	+ Total mileage this year (km)	
		Cumulative mileage this year(km)	

☐ Mark with X if transferring km.

Sub-total

***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		Exhange rate	
		Code	Amount		
Total (enter on reverse side, TT-kode 1041)					

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

Remarks

ACCOUNT NUMBER:
BANC NAME:
BANC ADDRESS:
IBAN-CODE:
SWIFT-CODE:
BIC-ADDRESS: