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|  | Travel expense claim form - guidelines - external assessor | | Dok.id.:D00203 |
| | Godkjent av: Janicke Sundberg | Versjon: 3.00 | Gyldig fra: 29.06.2024 |

The travel expense claim, along with all the original receipts must be **submitted as soon as possible** and no later than one month after the end of the journey.

You submit your travel expense claims in the Self-service portal or DFØ app.

How to register your travel expense claims

- [Register a travel expense claim in the Self-service Portal \(dfo.no\)](#)
- [Register a travel expense claim using the DFØ app \(dfo.no\)](#)

Please make sure that all the all attached images are sharp. All documents should be sent as a PDF, or a non-editable format. If you have documents in Word or Excel format, please save them in PDF format before sending them. Note that it is your responsibility to store the original documents for clarifications purposes until you have received the payment.

Remember to use “public transport” for the bus tickets.

Register correct type of accommodation and meals in your travel expense claim

When filling out your travel expense report, it is important to select the correct type of accommodation. Where you stay determines whether and how much tax is deducted from the allowance for meals.

The daily allowance is based on [Governmental travel and subsistence rates](#) in Norway. The rates will vary depending on which country you travel to, the number of days you stay, and if you have had an overnight stay or not.

Norsk akkreditering covers expenses according to the rates specified in the handbook for state personnel:

- Domestic travel – [Særvtale om dekning av utgifter til reise og kost innenland](#)
- Travels abroad – [Særvtale om deking av utgifter til reise og kost utenfor Norge](#)

Deductions for covered meals

If one or more meals during the trip are provided or covered by an employer, client or host, you must subtract a meal deduction from the allowance. You must indicate this in step 2 of the travel expense report.

Note that breakfast always must be withdrawn for overnight stays at hotel in Norway (unfortunately it is irrelevant if you ate breakfast or not).

Deduction for breakfast - 20% of the subsistence allowance

Deduction for lunch – 30% of the subsistence allowance

Deduction for dinner – 50% of the subsistence allowance

Select the correct accommodation type in the travel expense claim

Remember that if you are claiming a meal allowance, you must always provide the full name of the accommodation. You register the accommodation type in step 1 of the travel expense report, in the field labeled "Type of trip". In the table below, you can see the names of different regulations in the self-service portal and their descriptions.

| The name of the accommodation type/regulation in the expense report | Description |
|---|--|
| Day trip | No overnight stay: Choose this if your trip lasts only one day and does not involve overnight stays. |
| Hotel | Hotel: Use this when staying at a hotel. This means an accommodation with the word "hotel" in the name or another place with hotel standard. Boat, ship with a cabin : You must also use trip type "Hotel" if you stay overnight on a boat/ship such as Hurtigruten or other ferries with a cabin. For expeditions, see different type. |

Payment dates

Please send the travel expense claim as soon as possible after you get home. Payments are made approximately twice a month.

Where in the process is your travel expense claim?

Go to the "Register travel expense claim" in the self-service portal. In the left hand column you find travel expense claims that have been sent, approved, paid returned or saved as drafts.

| | |
|-----------|--|
| Draft: | You have started filling out your claim, but the form is not sent |
| Sent: | Your claim is sent and is waiting for approval |
| Approved: | Your claim is approved and will be paid out on the next scheduled pay date |
| Returned: | Your claim is rejected and returned to you for correction |
| Paid: | The travel expense claim has been paid out |

Please note that the reimbursement for the travel expenses is paid out separately from the fee for the evaluation.

References

[D00204](#) [Registration form - external assessor](#)
[D00679](#) [Time specification - external assessor](#)

External references

[Governmental travel and subsistence rates](#)
[Taxes/foreign employee \(The Norwegian Tax Administration\)](#)