

	Travel expense claim form - guidelines - external assessor		Dok.id.:D00203
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The travel and subsistence claim form and all the original receipts must be **submitted as soon as possible** and no later than one month after the end of the journey.

Please fill out and sign the [Travel expense claim form - external assessor](#), enclose electronic copies of the original receipts, and send your claim by e-mail to regnskap@akkreditert.no. Make sure that all the text is legible, and all 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 possible clarifications purposes until you have received the payment.

1 Fill out the following information on the front page:

Start by filling out personal- and journey specification on the front page (Excel sheet A)

- Name (first and last name as in the passport)
- National identity number (D-number)
- Home address, postal code, city
- Bank account number
- Destination and purpose of your journey
- Departure and return: Date and time of travel
- You signature (declarants' signature) on the bottom of the page

2 Journey specifications

On page 2 (Excel sheet B) you must fill in transportation details and expenses related to the journey. Include currency, cost in original currency and exchange rate the day the purchase was made. The partial sum on page 2 is automatically transferred to the top of the front page (A)

- List all travel expenses in chronological order
- Dates and times are important

2.1 Expenses for accommodation, food, etc.:

- If you are entitled to daily allowance (please see below) you do not need to enclose food expenses
- Fill in the name and the address of the hotel
- List all expenses like toll road, parking, and currency exchange fee etc.
- Original receipts must be enclosed

3 Daily allowance (on the front page):

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. Note that some of the boxes in the form contains drop down boxes to select e.g., country. The rate will automatically be updated according to the information you provide in the sheet, the Excel cells with a red corner will guide you through this process.

3.1 Meal-related deductions

If one or more meals are reimbursed against bills or covered by an employer, client, or host, you must subtract a meal deduction from the allowance. The deductions must be made as a percentage of the subsistence allowance concerned and will apply to both day trips and journeys involving overnight stays. Specify the number of days you have received each type of meal and the form will work out the correct deduction. Note that breakfast always must be withdrawn for overnight stays at hotel in Norway (unfortunately it is irrelevant if you ate breakfast or not).

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Deduction for breakfast – 20% of the subsistence allowance

Deduction for lunch – 30% of the subsistence allowance

Deduction for dinner – 50% of the subsistence allowance

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

4 References

[D00204](#)

[D00679](#)

[D00678](#)

[D00817](#)

[Registration form - external assessor](#)

[Time specification - external assessor](#)

[Salary form - external assessor](#)

[Travel expense claim form - external assessor](#)

5 External references

[Governmental travel and subsistence rates](#)

[Taxes/foreign employee \(The Norwegian Tax Administration\)](#)