

NORHEART: Information about travel settlement – 2017

Reimbursement of travel expenses covered by NORHEART is handled by the Pay section at University of Oslo. You find travel expense claim form and information here:

<http://www.uio.no/english/for-employees/employment/travel/settlement/>

(Travel expenses claim form on paper).

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Please note: All UiO employees must submit their reimbursement forms through HR portalen, please contact Almira Hasic for more information.

NTNU employees: Please contact Øivind Rognmo (oivind.rognmo@ntnu.no) for details about local routines.

Please follow the following instructions carefully to avoid delays.

Instructions:

Travel specifications:

Please register your travel from start to end. Note that all travel expenses must be documented by original receipts. UiOs requirements for receipts are listed further down in this document.

Deduction for meals:

Domestic subsistence allowance is currently 733,- (2017) for overnight stays.

You find information about travel allowance scales for travels abroad here:

<https://www.regjeringen.no/no/dokumenter/utenlandsregulativet/id438645/>

All covered meals (hotel breakfast, included lunch/dinner etc) must be subtracted. Deductions for covered meals are calculated as a percentage of the subsistence allowance: Breakfast 20%, Lunch 30%, Dinner 50%.

Please note that use of public transport is preferred, and any use of private vehicles must be approved in advance.

If your travel expense claim is not self-explanatory, please enter any supplementary information in the 'Merknader' (Remarks) column.

Contact details: Please enter your e-mail address in the 'Merknader' (Remarks) column.

Remember to sign your travel expense claim in the column: 'Reiseregningsutsteders underskrift' (Claimant's signature)

Please send your signed travel expense claim by mail with original receipts to (always keep a copy of the form for your own records):

Institutt for eksperimentell medisinsk forskning

v/Almira Hasic

4.etg bygg 7

OUS, Ullevål

Kirkevn 166

0450 Oslo

For any questions, please contact Almira Hasic (e-mail: almira.hasic@medisin.uio.no / phone: 23016800)

UiOs requirements for receipts (From the UiO website)

Note: UiO accepts only original receipts.

When purchasing goods or services, only one original receipt is issued. The employer secures that the same receipt is not paid twice by accepting only the original receipt.

Payments using payment card

When payment takes place using a payment card, two types of receipts will be issued:

The original receipt that specifies what has been purchased.

The receipt from the machine or terminal which shows the amount charged on the card.

We accept only the original receipt that specifies what has been purchased.

Bank statement

If you attach a bank statement to document expenses, you must also enclose the invoice or bill that was the origin for the payment transaction.

Internet purchases

Receipts for the purchase of goods or services via the Internet must include information that your payment card has been charged.