

Travel and expenses claim form for non-employees



Surname				Email address			
First Name(s)							
Date of Birth				<ul style="list-style-type: none"> Requested information is required to make the payment and will be stored in accordance with Norwegian legislation. Make sure that the form is complete before submitting, see the checklist below Your NTNU contact person will collect and forward all documentation in a closed envelope to: Øk.avd, VRL, Moholt 			
Home Address							
Home Address							
Details of bank account outside Norway							
Name and Address of Bank							
Bank Account No.							
IBAN							
SWIFT / BIC							
Bank Code*				*Only for the following countries: US: Fed. Wire, ABA or Routing no., Canada: Clearing Code, AUS/NZ: Bank/State/Branch, South Africa: South Africa National Clearing System			
Purpose of journey							
Destination				Departure	Date		
Purpose				Return	Date		
Specification of journey.							
Specified receipt for each expense must be attached. Fill in currency code and exchange rate if not NOK							
Date (dd.mm.yy)	From place	To place	Mode of transportation	Currency code	Amount	Exchange rate	NOK
						Sub total	
Reimbursement of expenses. (e.g hotel, food) Specified receipt for each expense must be attached. Currency code and exchange rate if not NOK							
Date (dd.mm.yy)	Specifications	Currency code	Amount	Exchange rate	NOK		
						Sub total	
Your comments							
Date	Your signature						
For NTNU to complete:							
For oppdragsgiver ved NTNU. Må fylles ut.							
Kontaktperson				E-post			
Dato	Anvisning, signatur BDM	K-sted	Prosjektnummer	Analysekode	Totalt NOK		
For NTNU økonomiavdelingen:							
Dato	Attestasjon, Økonomiavdelingen						

- Checklist:**
- The information submitted is correct and complete. Full name is the same as in the passport
 - A copy of the passport, in colour, is enclosed
 - Receipts for all expenses are enclosed. The receipt must show what you have paid for. A bank statement who only show the amount payed will not be good enough
 - The form has been signed by a person at NTNU with power of attorney (BDM)
 - The cost is correctly posted (cost centre must be filled in. Project number and analysis, if applicable)
 - Your NTNU contact person will collect and forward all documentation in a closed envelope to: Øk.avd, VRL, Moholt