

# Travel and expenses claim form for non-employees with Norwegian bank account



Surname		Email address					
First Name(s)							
Personal identification no.		Norwegian active identification no. 11 digits				<ul style="list-style-type: none"> <li>Requested information is required to make the payment and will be stored in accordance with Norwegian legislation.</li> <li>Make sure that the form is complete before submitting, see the checklist below</li> <li>Your NTNU contact person will collect and forward all documentation in a closed envelope to: Øk.avd, VRL, Moholt</li> </ul>	
Bank Account no.							
Home Address							
<b>Purpose of journey</b>							
Destination				Departure		Date	
Purpose				Return		Date	
<b>Specification of journey</b>							
Specified receipt for each expense must be attached. Fill in currency code and exchange rate if not NOK							
Date	From	To	Mode of transportation	Currency-code	Amount	Exchange rate	Amount in NOK
						Sub total	
<b>Reimbursement of expenses. (e.g hotel, food)</b>							
Specified receipt for each expense must be attached. Fill in currency code and exchange rate if not NOK							
Date	Specifications			Currency Code	Amount	Exchange rate	Amount in NOK
						Sub total	
Your comments							
Date	Your signature						
For NTNU to complete. For oppdragiver ved NTNU. Må fylles ut.							
Kontaktperson				E-post			
Dato	Anvisning, signatur BDM	K-sted	Prosjektnummer	Analysekode	Total NOK		
Dato	Attestasjon, Økonomiavdelingen						

**Checklist:**

- The information submitted is correct and complete.
- An active Norwegian personal identification number is filled in
- 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