

INFORMATION ON COMPENSATION FOR TRAVEL

1. Introduction

Reimbursement of travel and subsistence expenses shall be granted in accordance with the Special Agreement on the Coverage of Travel and Subsistence Expenses within Norway and the corresponding Special Agreement for travel abroad. These agreements are further described in the Norwegian Government Personnel Handbook and apply to employees travelling on official duty at the expense of the state, both domestically and internationally.

Travel must either be mandated by the employer or formally approved in advance. Where travel is mandated, the employee is obliged to undertake such travel. In the case of approved travel, the employee must obtain prior approval from the relevant manager or employer before booking or commencing the journey.

The agreements also apply to travel undertaken in order to present the employee's own research or that of their research group or department, as well as travel necessary to fulfil obligations associated with externally funded projects. For such projects, the project manager may approve travel where they have authority over project funds that may be used to cover the associated costs.

The agreements may also apply, in full or in part, where the University of Bergen (UiB) has a significant institutional interest in the travel. Such assessments shall be made by the employer or relevant manager. The agreements do not apply to travel classified as grant-funded travel.

Fieldwork, expeditions, and other forms of research activity conducted outside UiB are not covered by these travel agreements.

1.1 Grant-funded travel

The term 'grant-funded travel' is not explicitly defined in the special agreements. UiB applies the following definition: travel undertaken on the employee's own initiative and primarily in the employee's own interest.

Travel financed through grants, personal research funds (annuum), operating funds, or specific allocations following application is regarded as grant-funded travel.

Many employees in academic positions have considerable autonomy to assess whether travel is necessary in connection with their research and/or teaching activities, and often have access to funds to support such travel. UiB considers such travel to

constitute grant-funded travel within the meaning of the special agreements.

Compensation supplements are, as a general rule, not granted for grant-funded travel (see Section 3.3). Subsistence allowances may, however, be provided where the employee has access to sufficient funds to cover these expenses.

2. Compensation for Domestic Travel

2.1 Compensation for travel time

Compensation for travel time within Norway is regulated by the Collective Agreement in the State sector (HTA) § 8 and applies exclusively to mandated travel. The provision does not apply to employees in managerial positions or in particularly independent positions. The provision also does not apply to travel to and from courses where participation is undertaken following an application.

Travel time shall be defined as the time spent travelling between the employee's place of work or residence and the destination of the journey, including necessary waiting time en route. Where the journey involves multiple destinations, travel between each individual destination shall be regarded as travel time.

Time spent in hotels or similar accommodation shall not be regarded as travel time. The same applies to travel time between 22:00 and 06:00 where the employee has access to a sleeping berth. Travel time occurring within ordinary working hours shall be counted in full as working time.

In connection with participation in seminars, conferences, etc. extending beyond normal daily working hours, deductions shall be made for lunch breaks and other breaks when calculating ordinary working time.

Travel time shall be calculated on an hourly basis and registered in the Self-Service Portal as travel time with compensatory time off.

Where travel time is accrued on Saturdays, Sundays, weekly rest days (rota days off), Easter Eve, public holidays, as well as after 12:00 on the eves of Pentecost, Christmas and New Year, and on the Wednesday before Maundy Thursday, compensation shall be paid as the hourly wage plus a supplement of 50 percent. The 50 percent supplement shall not be paid where the accrued travel time is instead taken as compensatory time off.

2.2 Compensation for work

Work performed in excess of normal working hours shall be regarded as overtime and compensated in accordance with applicable regulations.

3. Compensation for Travel Abroad

3.1 Compensation for travel time

Travel time outside ordinary working hours, including travel undertaken on Saturdays, Sundays and public holidays, shall be compensated on an hour-for-hour basis (1:1).

As a general rule, calculated travel time shall be granted as compensatory time off. However, it may, by agreement between the employer and the employee, be paid as hourly wages, cf. the Special Agreement on the Coverage of Travel and Subsistence Expenses Abroad, Section 11 (1).

This provision does not apply to employees in managerial positions or in particularly independent positions.

Travel time shall be defined as the time spent travelling between the employee's place of work or residence and the destination of the assignment, including necessary waiting time en route. Where the journey involves multiple destinations, travel between such destinations shall be regarded as travel time.

Time spent in hotels or similar accommodation shall not be regarded as travel time. Travel time shall be calculated based on local time.

3.2 Compensation for work

For required and verifiable work exceeding eight hours per 24-hour period (actual/net working time), a supplement of 50 percent of the ordinary hourly wage shall be paid, cf. the Norwegian Government Personnel Handbook, section 10.24, subsection 4.1.2.

For required work performed on Saturdays, Sundays, and on public and official holidays as referred to in Section 16 (1) of the Collective Agreement, a supplement of 50 percent of the ordinary hourly wage shall be paid.

By agreement between the employer and the employee, accrued hours may be taken as compensatory time off on an hour-for-hour basis. The supplement for work exceeding eight hours per 24-hour period shall be paid.

Duties that involve attendance at events or similar activities not forming part of ordinary work duties shall only be compensated where such duties have been specifically required or agreed in advance.

3.3 Compensation for travel abroad

For mandated or approved travel abroad, a compensation supplement shall be granted in accordance with the applicable rate per 24-hour period for time exceeding 12 hours. For further information on what constitutes mandated or approved travel, see Section 1 (Introduction).

The compensation supplement is taxable and shall be calculated for the entire journey, from departure from the workplace or residence to return to the workplace or residence. Where the journey is extended for personal reasons, the supplement shall not be granted for that part of the journey.

The compensation supplement may not be used to cover expenses that are not reimbursed through the travel claim.

When submitting a travel expense claim in the Self-Service Portal, the compensation supplement option is pre-selected. This must be deselected upon submission where the journey does not qualify for the compensation supplement.