

Travel expense claim - guide for non-employees

This is a brief guide on how to submit a travel expense claim for those having their travel expenses covered by UiB, in [DFØ's self-service solution Betalmeg](#).

The guide applies to guests, examiners, persons participating on assessment committees and expert committees and others who, according to agreement, must submit a travel expense claim to UiB.

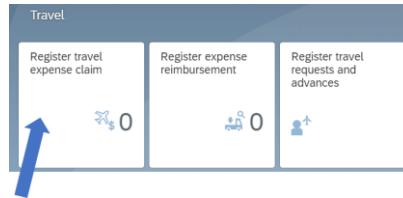
Any comments, suggestions or other feedback to the guide may be sent by email to claimfeedback@uib.no.

Updated 21.02.23

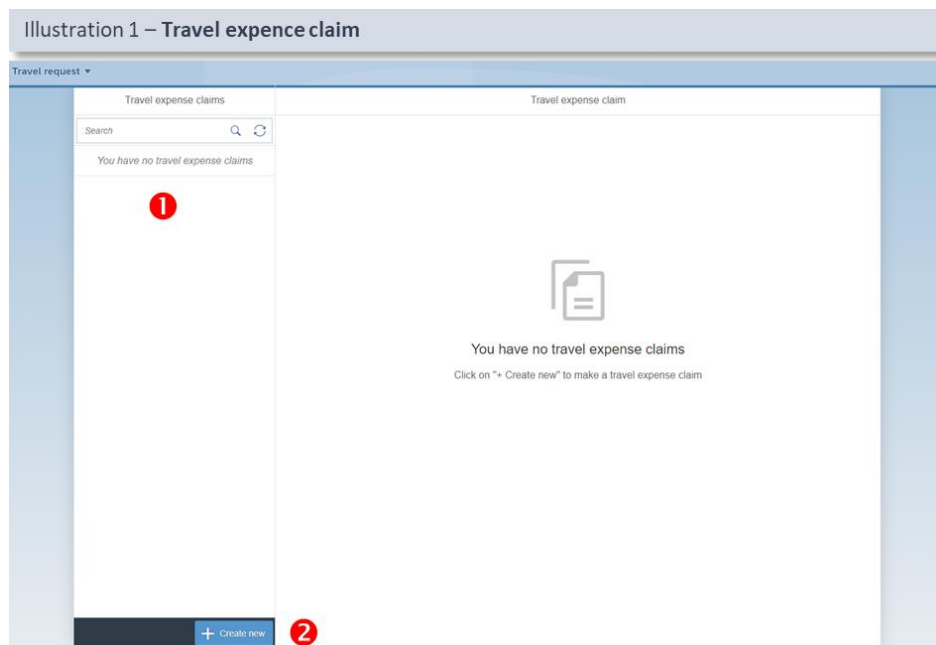
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Register and see the status of your travel expense claims



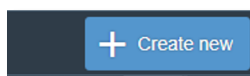
Once you have logged in, select 'Register travel expense claim'.



❶ In the overview you will find travel expense claim forms, drafts of travel expense claims and an overview of submitted travel expense claims. When you fill out travel expense claims, each of these will be visible in the overview, and you can see where your application is in the process. The following status is used:

- Draft: The travel expense claim has not been submitted
- Sent: The travel expense claim has been submitted for approval
- Approved: The travel expense claim has been approved
- Paid: The money has been paid to your account

- 2 To register a new travel expense claim, click on the '+Create new' button.



Remember to save the travel expense claim while you are filling out the form. You may then retrieve the draft later.

Step 1: Itinerary

Illustration 2 - Itinerary

Travel expense claims

Search

2022

Thursday 1 December 2022 Draft
Amount before tax: 0.00 NOK

This is the «Draft» version that you are working with

1. Itinerary

1 From: 01.12.2022 08:00
2 To: 01.12.2022 09:00

3 *Purpose: e.g. Project meeting with innovation group

4 Country/region: Norway

5 *Location: Name of city or place

6 Type of trip: Day trip

7 + Add new destination

8 Cost allocation: Standard
 Custom/other

Step 2

+ Create new Save Cancel

1 From – To

The time/date of when you start and end your trip.

2 Purpose

The purpose of the trip must be filled out as accurately as possible. For example, write the name of the seminar. NB: The maximum number of characters in this field is 60.

3 Country/Region

Destination, such as Bergen.

4 Type of trip

Select the type of trip you have undertaken from the drop-down menu. These are the most commonly used types:

- Day trip - if your trip is only for a day, no overnight stay
- Hotel - if you are staying at a hotel or boat involving an overnight stay
- Dorm/Flat/Private w/kitchen - if you are staying in a flat, e.g. Airbnb or if you stay privately with friends etc.
- Dorm w/o kitch, Board h./Barrac - if you are staying in a guest house or similar, without access to a simple kitchen
- Field agreement - if you are on a field trip in Norway
- Holiday/private stay - if you combine a business trip with a holiday, add a new destination, and register the holiday period as Holiday/private stay

5 + Add new destination

Add new destination(s) if you have visited more than one place or if you have had different types of accommodation.

The illustration below shows an example of how to register multiple destinations.

The screenshot displays a web interface for a travel expense claim form. At the top, there is a navigation bar with five steps: 1. Itinerary, 2. Allowances, 3. Expenses, 4. Attachments, and 5. The current step, '1. Itinerary', is highlighted. Below the navigation bar, the form is divided into two sections: '1. Itinerary' and 'Destination 2'. The '1. Itinerary' section contains fields for 'From' (14.01.2023, 08:00) and 'To' (16.01.2023, 09:00), both with calendar and refresh icons. Below these are fields for '*Purpose' (Ferie/besok), 'Country/region' (Norway), '*Location' (Bergen), and 'Type of trip' (Holiday/private stay). The 'Destination 2' section includes a 'Delete' link, a 'Departure from prev. destination' field (16.01.2023, 08:01), a 'Purpose' field (e.g. Project meeting with innovation group), 'Country/region' (Norway), 'Location' (Name of city or place), and 'Type of trip' (Change empl. place w/o resid.). At the bottom of the form, there is a '+ Add new destination' button and a 'Cost allocation' section with radio buttons for 'Standard' (selected) and 'Custom/other'.

6 Cost allocation

Select 'Standard' unless otherwise stated.

8 'Save'

Save your travel expense claim.

7 Proceed to Allowances

Click the 'Step 2' button to proceed to Allowances.

Step 2: Allowances

Illustration 3 - Allowances

1 Itinerary — 2 Allowances — 3 Expenses — 4 Attachments — 5

2. Allowances

1 Subsistence allowance
 Select subsistence allowance

2 Night supplement
 Select night supplement

3 Kilometre allowance

Departure date	Country/region	From	To	Mileage (km)	Rate	Amount
No mileage registered						

+ Add new mileage

4 3. Expenses

Expense posts

Type	Attachment	Description	Amount	Exchange rate	Amount NOK
No expense posts registered					

5

Save Copy Cancel ...

1 Subsistence allowance

If you by agreement are entitled to a subsistence allowance, you must tick this box. Tick the meals you have received. If you have stayed at a hotel in Norway, breakfast is normally included. You must then tick that you have had breakfast regardless of whether you have eaten it or not.

Illustration 3a – Allowances | Subsistence allowance

1 Itinerary — 2 Allowances — 3 Expenses — 4 Attachments — 5

2. Allowances

Subsistence allowance

Select subsistence allowance

REMEMBER: Check the meal(s) that has/have been provided to you:

Date	Breakfast deduction	Lunch deduction	Dinner deduction	Amount
Tuesday 1 November 2022	<input type="checkbox"/> -0.00	<input type="checkbox"/> -247.50	<input type="checkbox"/> -412.50	**-
Wednesday 2 November...	<input checked="" type="checkbox"/> -165.00 <input style="width: 40px;" type="text" value="05.00"/>	<input type="checkbox"/> -247.50	<input type="checkbox"/> -412.50	**-
Thursday 3 November 2...	<input checked="" type="checkbox"/> -165.00 <input style="width: 40px;" type="text" value="05.00"/>	<input checked="" type="checkbox"/> -247.50 <input style="width: 40px;" type="text" value="13.00"/>	<input checked="" type="checkbox"/> -412.50 <input style="width: 40px;" type="text" value="20.00"/>	**-
Friday 4 November 2022	<input checked="" type="checkbox"/> -165.00 <input style="width: 40px;" type="text" value="05.00"/>	<input checked="" type="checkbox"/> -247.50 <input style="width: 40px;" type="text" value="13.00"/>	<input checked="" type="checkbox"/> -412.50 <input style="width: 40px;" type="text" value="20.00"/>	**-
Saturday 5 November 2022	<input checked="" type="checkbox"/> -165.00 <input style="width: 40px;" type="text" value="05.00"/>	<input type="checkbox"/> -247.50	<input type="checkbox"/> -412.50	**-
Sunday 6 November 2022	<input checked="" type="checkbox"/> -165.00 <input style="width: 40px;" type="text" value="05.00"/>	<input type="checkbox"/> -97.20	<input type="checkbox"/> -0.00	**-
Total				2,304.00 ...

2 Night supplement

You are entitled to a night supplement if you have had a private overnight stay. For example, if you stay with friends or acquaintances.

3 Kilometre allowance

Add new milage. Use of private vehicle should only be registered according to agreement.

Step 3: Expenses

Illustration 4 - Expense

1 Expense posts

Here are the most frequently used posts in the list. Use:

- **Hotel** - if you stay at a hotel. Enter the name and address of the hotel
- **Flight** - if you have travelled by air. Attach confirmation of completed flight (boarding pass, confirmation from travel agency, etc.)
- **Housing expenses business stay** - if you have stayed at an AirBnB
- **Meal/Breakfast hotel** - if you do not have a subsistence allowance, but expenses for food
- **Public transportation** - if you have travelled by public transport
- **Taxi** - if you have travelled by taxi. The use of taxis must be explained

All expenses must be documented with receipts.

NB! If UiB has paid directly for flights or hotels, you must list the cost under the cost types ending in 'paid by company'. If you do not know the price/amount, enter NOK 0.

4 Cost allocation

Select 'Same cost allocation as trip in general'.

5 Attachment

Attach a receipt for the expense. The attachment must show what the expense relates to and that the expense has been paid.

6 Click 'OK' to register this expense

Register any other expenses you have in the same manner.

Step 4: Attachments

Illustration 5 – Attachments & submission

1 Allowances 2 Expenses 3 Attachments 4 Attachments 5 Comments

4. Attachments

Attachment(s) from expense posts

No attachment(s) registered

General attachment(s)

No attachment(s) registered

+ Add attachment(s)

5. Comments

Message for approver

Go to submission page

Save Copy Cancel

1 General attachments

The 'General Attachments' list shows all the attachments you have uploaded.

2 + Add attachment(s)

Add any other attachments to the travel expense claim. For example, an allocation letter, invitation, or other documentation stating that the travel expense claim is to be covered by UiB.

3 Comments

Enter the name of your contact person at UiB in this field. You may also add any comments necessary to process your travel expense claim.

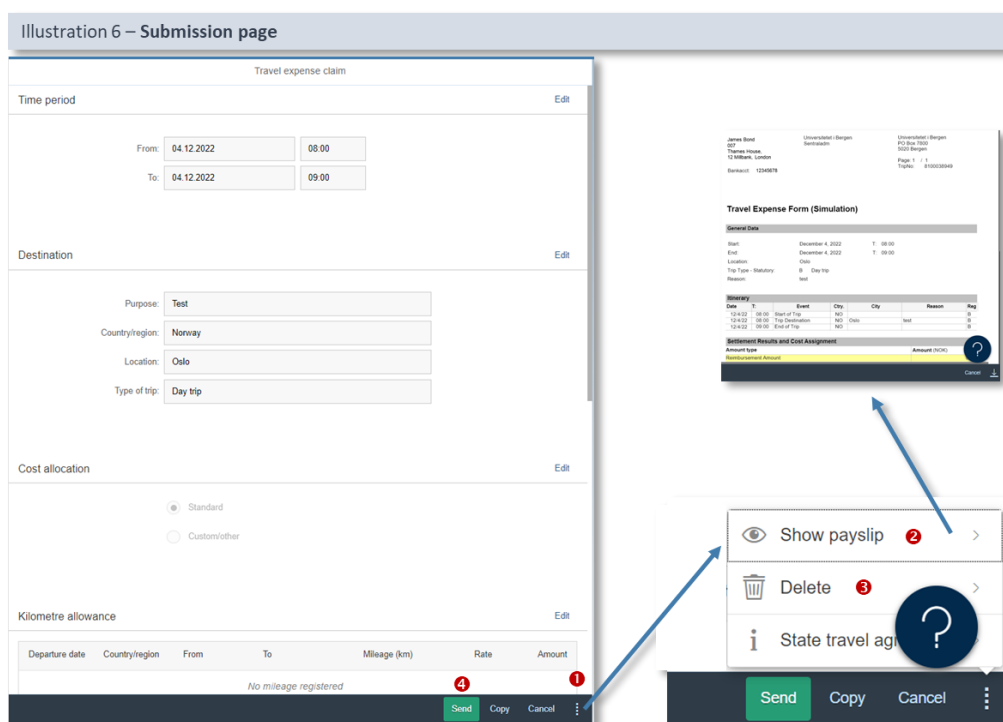
5 Save

Click on 'Save' to save the travel expense claim.

4 Go to submission page

Click on 'Go to submission page'.

Step 5: Submission



Check your travel expense claim before you submit it:

- Click on **1** the dots in the bottom right corner to display the menu
- Select **2** 'Show payslip' to see the entire travel expense claim

When the travel expense claim is OK, click **4** 'Send'.

The travel expense claim will now be submitted for processing. You can see the status of your travel expense claim in the overview.

Please note that the travel expense claim may be returned to you if more information is required. After you have made changes to your travel expense claim, you must resubmit it.

Payment

UiB refunds travel expense claims twice a month, and you will normally receive the refund after one month.

Questions or problems?

If you have any problems filling out your travel expense claims, please contact DFØ's customer service centre:

- Telephone: + 47 400 18 659
- Email: lonn@dfo.no

Questions regarding the status of travel expense claims may be directed to the Payroll Office at UiB: post@lonnskantoret.uib.no.

Have you received an email from DFØ in Norwegian?

If you have started a travel expense claim and kept it as a draft for a long period of time, you will be sent an email from DFØ in Norwegian. The email is to notify you that you have a travel expense claim that has not submitted.

It will be titled in Norwegian: 'Manglende behandling av gamle reiser/ utgiftsrefusjoner', meaning 'Failure to process old travel expense claims/expense reimbursements'.

The email you receive might look like this:



We recommend that you complete the travel expense claim and submit it or delete the draft if you have no need for it.

Type of trip – list (Step 1 Itinerary)

Type of trip	Comment
>28d Hotel	If your travel exceeds 28 days, and you are staying at a hotel or a boat, you must use this regulative from day 29
>28d Dorm w/o kitch, Barracks	If your travel exceeds 28 days, and you are staying at a guest house or similar without access to a simple kitchen, you must use this regulative from day 29)
>28d Dorm/Flat/Priv/ w/kitchen	If your travel exceeds 28 days, and you are staying in a flat, e.g. AirBnB or privately with friends, you must use this regulative from day 29
Change empl. place w/o resid.	
Commuter Dorm/Flat/Priv>28d	Commuter - this is only for employees who commute
Commuter Drm/Flt/Priv, high rat	Commuter - this is only for employees who commute
Commuter Drm/Flt/Priv, low rate	Commuter - this is only for employees who commute
Day trip	If your trip is only for a day, no overnight stay
Day trip – domestic,taxable	If your travel frequently – this is only for employees with no permanent workplace
Dorm/Flat/Private w/kitchen	If you are staying in a flat, e.g. Airbnb or if you stay privately with friends etc.
Drm w/o kitch, Board h./Barrac	If you are staying in a guest house or similar, without access to a simple kitchen
Expedition	
Field agreement	If you are on a field trip in Norway
Holiday/private stay	If you combine a business trip with a holiday, add a new destination, and register the holiday period as Holiday/private stay
Hotel	If you are staying at a hotel or boat involving an overnight stay
No tax Dorm/Flat/Priv w/kitchen	If you are on a research stay and stay at a flat, e.g. AirBnB og privately with friends, with access to a kitchen
No tax Drm w/o kitch, Barracks	If you are on a research stay and stay at a guest house or similar without access to a simple kitchen