

Information about travel compensation

1. Introduction

Before travelling at the state's expense, employees must obtain travel approval.

Expenses will be covered in accordance with the "Special agreement for domestic travel at the state's expense" or the "Special agreement for international travel at the state's expense. The special agreements are further detailed in the State Personnel Manual (Sph.dep.no).

The special agreements apply to work-related travel. "Work-related travel" means required and/or approved irregular travel on assignment for the employer/client. The special agreements apply to required and/or approved travel that employees undertake to present their own and/or their research group/department's research results.

The special agreements do not generally apply to travel for doctoral work.

2. Domestic travel

2.1 Compensation for required domestic travel

Compensation for required domestic travel is regulated by section 8 of the Basic Agreement.

In this context, "required travel" must be understood to mean the same as work-related travel in the special agreements. The provision does not apply to employees in senior or particularly independent positions. Further, the provision does not apply to travel to and from courses if the participation takes place by application.

"Travel time" means the time spent en route between the work place/home and the destination, including necessary wait-times en route. Time spent in hotels etc. is not considered travel time. If the trip includes multiple destinations, the time spent travelling between destinations is considered travel time.

2.4 Compensation for travel time

Travel time during regular work hours is considered work hours and does not entitle the employee to extra compensation.

The regular work hours for full-time positions is 37.5 hours a week and must generally be taken between 7 a.m. and 5 p.m. and distributed over five days a week.

Travel time outside regular work hours on business days and days off are calculated on an hour to hour basis (1:1).

For required travel outside of regular work hours, an equivalent number of hours will be given as time off during another business day.

If the estimated travel time during business days cannot be given as time off, an hourly wage based on Table C, 37.5 hourly rate for the estimated travel time.

If the estimated travel time during days off cannot be given as time off, an hourly wage based on Table C, 37.5 hourly rate plus 50 per cent is paid for the travel time. The additional 50 per cent shall not be paid if the travel time is offset by time off.

2.3 Compensation for work

Required work beyond regular work hours performed while travelling is considered overtime. This also applies to necessary preparatory and follow-up work that must be done while travelling and that relates to the travel assignment.

During participation in seminars, conferences, etc. that last beyond daily working hours, deductions shall be made for lunch and other breaks when calculating the regular working hours.

3. International travel

3.1 Compensation for travel time

For travel time outside of regular work hours and on days off, a compensation of 30 minutes for each hour of travel is given (1:0.5), cf. section 10(1) of the Special agreement for international travel at the state's expense.

The compensation can either be taken as time off or be paid as a regular hourly wage (C table). "Travel time" means the time spent en route between the work place/home and the destination, including necessary wait-times en route. Time spent in hotels etc. is not considered travel time. If the trip includes multiple destinations, the time spent travelling between destinations is considered travel time.

No compensation is given for travel time in connection with courses, seminars, exhibitions, fairs, etc. that are not part of the employee's ordinary work.

3.2 Compensation for work

For required and controllable work beyond eight hours a day (actual time worked/net time), time off or compensation is given hour for hour (1:1) in accordance with the regular hourly wage (C table), cf. PM 2009-05.

Compensation can also be given for actual required/agreed-upon work during days off.

3.3 Additional compensation for international travel

For work-related international travel beyond 12 hours, an additional compensation of NOK 420/day shall be given, cf. section 10(2) of the Special agreement about international travel at the state's expense.

No additional compensation is given for participation in courses, seminars and conferences abroad that are not part of work-related travel.