

Orientation on compensation for travel

1. Introduction

Coverage of expenses shall be in accordance with the Special Agreement for coverage of expenses for travel and cost domestically, or Special Agreement for coverage of expenses for travel and cost abroad. The Special Agreements are further described in the Personnel Handbook for State Employees and apply to employees who travel on assignment or in service for the state's expense in or outside Norway.

The trips must be imposed or approved. When the employer imposes the employee to travel, it simultaneously entails a duty for the employee to travel. Approved trips mean that the employee cannot book and carry out the trip before approval has been obtained from the manager/employer.

The Special Agreements also apply to imposed or approved trips that employees make to present their own or the research group's/department's research results, as well as trips made to fulfill obligations in externally funded projects (necessary project trips). For externally funded trips, the project manager can approve the trip when the project manager also has operating funds that can cover the trip.

Furthermore, the Special Agreements apply in cases where UiB has a significant interest in the trip being carried out. It is the manager/employer who makes this assessment and in such cases, the Special Agreements can be fully or partially applied. The agreements do not apply to scholarship trips (see below).

Expeditions, fieldwork, and other research work outside UiB are not covered by the Special Agreements for travel domestically and abroad.

1.1 About scholarship trips

"Scholarship trips" are not further defined in the Special Agreements. UiB applies the following definition: "This is a trip that is carried out on the employee's own initiative and in the employee's interest." UiB considers trips that are covered by scholarships, personal annum and operating funds, as well as allocations for specific trips after application, as scholarship trips.

Many employees in scientific positions have a great deal of freedom to assess the necessity of whether the trip should be made or not based on their research and/or teaching, and they often have funds to make such trips. UiB considers these trips as scholarship trips according to the Special Agreements.

Compensation supplements are normally not given for scholarship trips. Read more about compensation supplements under item 3.3. Meal allowance can be granted provided that the employee has funds that can cover this.

2. Compensation for domestic travel

2.1 Compensation for travel time

Compensation for domestic travel is regulated in HTA § 8 and only applies to imposed trips. The provision does not apply to employees in a managerial position or in a particularly independent position. The provision also does not apply to travel to and from courses if participation takes place after application.

Travel time is the time spent between the workplace/residence and the destination of the trip, including necessary waiting time along the way. If the trip includes several destinations, the time for trips between each destination is counted as travel time. Time spent at a hotel, etc. is not counted as travel time. The same applies to travel time between 10 p.m. and 6 a.m. when the employee uses a sleeping place. Travel time during normal working hours is fully counted as working hours.

When participating in seminars, conferences, etc. that last beyond daily working hours, deductions must be made for lunch and other breaks when calculating normal working hours.

Travel time is calculated hour by hour and is entered in the Self-service portal as travel time w/*Time off*.

If the travel time is accumulated on free Saturdays, Sundays, weekly days off (shift days off), Easter Eve, weekend and public holidays as well as after 12 noon on Pentecost, Christmas and New Year's Eve and Wednesday before Maundy Thursday, hourly wages plus 50% are paid for calculated travel time. The supplement of 50% is not paid out if the calculated travel time is taken out as free hours.

2.2 Compensation for work

Worked time beyond normal working hours is counted as overtime. This also applies to necessary preparatory and follow-up work that must be taken during the travel absence and which is related to the travel assignment.

3. Compensation for travel abroad

3.1 Compensation for travel time

Travel time outside normal working hours and on free Saturdays, Sundays and holidays is compensated hour for hour (1:1). Calculated travel time is mainly given as free time, but can be paid out with hourly wages by agreement between the employer and the employee, cf. special agreement on coverage of expenses for travel and cost outside Norway § 11 (1). The provision does not include an employee in a managerial position or in a particularly independent position.

Travel time is the time spent between the workplace/residence and the assignment place for the trip, including necessary waiting time along the way. If the trip includes several assignment places, the time for trips between the assignment places is counted as travel time. Time spent at a hotel and the like is not calculated as travel time. Travel time is calculated based on local time.

3.2. Compensation for work

For imposed and controllable work beyond 8 hours per day (actual worked time/net time), a supplement to the ordinary hourly wage of 50 percent is paid out, cf. State Personnel Handbook, item 10.24, item, 4.1.2.

For imposed work on Saturdays, Sundays and on weekend and public holidays mentioned in the Basic Collective Agreement's § 16 no. 1, a supplement to the ordinary hourly wage of 50 percent is paid out.

By agreement between the employer and the employee, accumulated time can be taken off hour for hour. The supplement for worked time beyond 8 hours per day is paid out.

Tasks that involve presence at events, etc. that are not part of the ordinary work are only compensated when this is specifically imposed or agreed in advance.

3.3 Compensation supplement for travel abroad

For imposed or approved trips abroad, a compensation supplement is given according to the current rate per day beyond 12 hours. Read more about what is an imposed or approved trip under item 1 Introduction.

The compensation supplement is taxable and is calculated for the entire trip from departure workplace/residence to return workplace/residence. When the trip is extended for personal reasons, the supplement is omitted for this part of the trip.

The compensation supplement cannot be used to compensate for expenses that the traveler does not get covered on the travel bill.

When submitting a travel bill in the Self-service portal, it is “ticked” off for compensation supplement. This must be removed when submitting if the trip does not entitle to a compensation supplement.”