

# Travel Expense Form

<b>Employee nr:</b> <input style="width:90%;" type="text"/>	<b>Project:</b> <input style="width:90%;" type="text"/>
<b>Name:</b> <input style="width:90%;" type="text"/>	<b>Customer:</b> <input style="width:90%;" type="text"/>
<b>Address:</b> <input style="width:90%;" type="text"/>	<b>Bank account:</b> <input style="width:90%;" type="text"/>
<b>Postal code:</b> <input style="width:90%;" type="text"/>	<b>Purpose of travel:</b> <input style="width:90%;" type="text"/>
<b>City_Country:</b> <input style="width:90%;" type="text"/>	

<b>TRAVEL TIMES</b>	<b>MOB.:</b>	Time	Date	<b>DEMOB.:</b>	Time	Date		
		From home:	<input style="width:90%;" type="text"/>		<input style="width:90%;" type="text"/>	From site:	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
		To site:	<input style="width:90%;" type="text"/>		<input style="width:90%;" type="text"/>	To home:	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>

**PRIVATE CAR** PS! Public transport should be used. Use of own car is approved only when pre-approved by Subshore.

Date:	From	To	Amount
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	Km
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	Km
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	Km
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	Km
NOK pr. Km: 2,50			<b>Total Km:</b> <input style="width:90%;" type="text"/>
			<b>Sum private car:</b> <input style="width:90%;" type="text"/> NOK

Check only one	<b>ACCOMODATION &amp; DIET</b>							
	Check your contract for details regarding coverage of travel/diet.		Number of nights	NOK /day	Deduction for any free meals included in stay:			Amount (NOK)
					Breakfast 10%	Lunch 40%	Dinner 50%	
<input type="checkbox"/>	Hotel		<input style="width:90%;" type="text"/>	690	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<input type="checkbox"/>	Apartment with own kitchen		<input style="width:90%;" type="text"/>	195	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<input type="checkbox"/>	Barracs at site including full diet *		<input style="width:90%;" type="text"/>		Hotel: NOK 69,-	Hotel: NOK 276,-	Hotel: NOK 345,-	<input style="width:90%;" type="text"/>

\* For barracs only; Diet for travel time exceeding 7,5 hrs (to/from home/site) may be compensated with NOK 130 per travel.  
Requires completed "TRAVEL TIMES" field on top. Maximum amount per rotation: NOK 260

**OTHER EXPENSES** Train, bus, etc. PS! Please attach original receipt on a separate paper (A4) using glue or scotch tape!

Date	From	To	Description	Amount (NOK)
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>

Sum other expenses:

Advance payment received from Subshore (Deduction):

**Total amount payable to the employee:**

Date:	Signature employee:	Date:	Signed and Approved by Subshore:
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>