

Ordering access

1. Order access at <https://www.ntnu.no/machform/view.php?id=1311589>

- 'Are you going to carry out an assignment against fees for NTNU' – **No**
- *With Norwegian ID* and bank account, click Yes and fill in the banking data.
- *Otherwise*, click No and fill in the data and the Word document about your bank account and upload it:

[link to the Word form "Kontopplysninger Utland.doc"](#)

(the same link in the access form may not work)

- Name of institute: **Department of Mathematical Sciences**
- What is the purpose of your access to Betalmeg: **Travel reimbursement**
- Cost centre: **63150501**
- Project number: **988571100**

2. You will later (may be days) receive an Email with log-in details from **DFØ**.

Logging in

Once your account has been created:

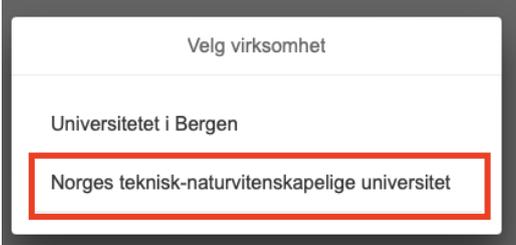
- *With Norwegian BankID*, log in at <https://selvbetjening.dfo.no/>
- *Otherwise*,
 - <https://login.dfo.no/>
 - Choose **Other agencies**.
 - Enter **username** and select **forgot password** (if you have not received a user name yet, select forgot username).
 - Follow instructions and enter the code sent to you on Email or phone.

If you do not receive the e-mail confirming your access after a week, try the above steps anyway.

Filling the form

Agency: **Norges teknisk-naturvitenskapelige universitet.**

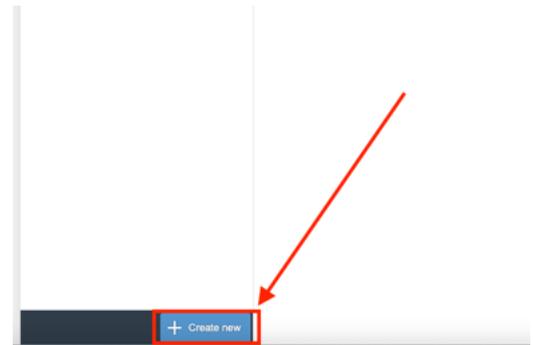
Main menu: **Claim travel expense, Create new.**



Velg virksomhet

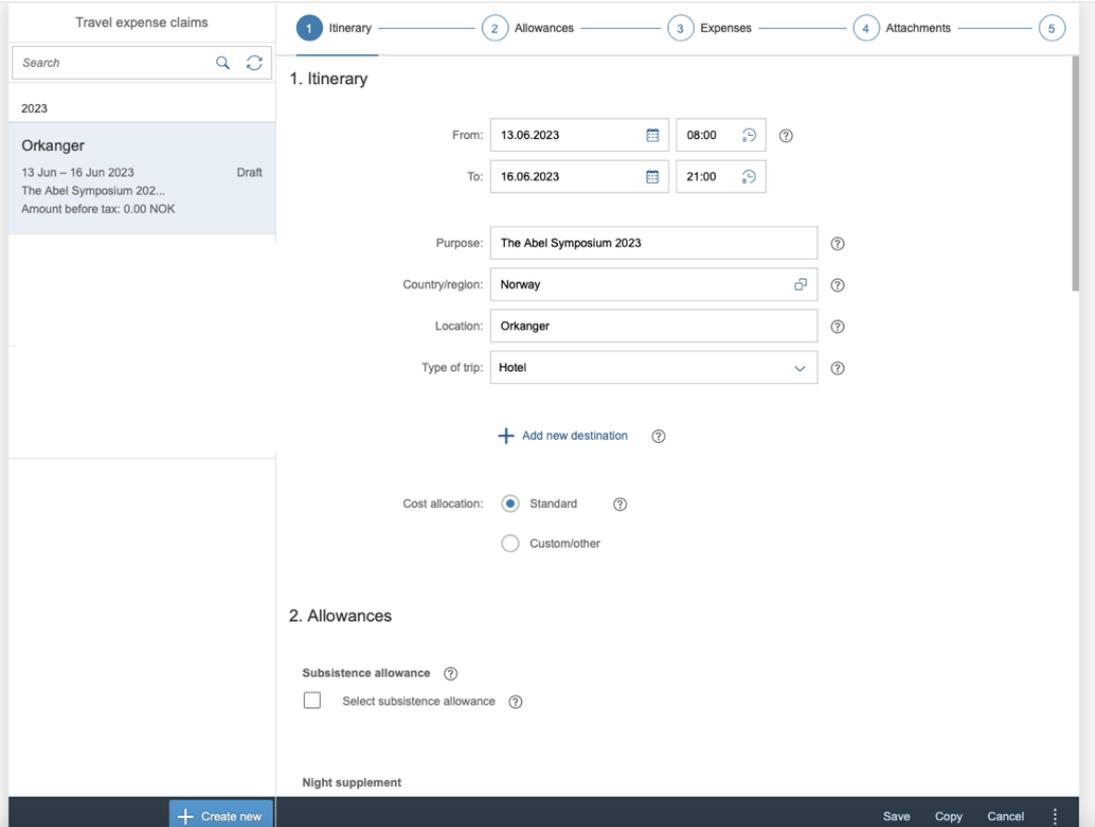
Universitetet i Bergen

Norges teknisk-naturvitenskapelige universitet



Fill in the data as shown below.

The dates should contain the whole duration of your claimed travels.



Travel expense claims

Search

2023

Orkanger Draft

13 Jun – 16 Jun 2023
The Abel Symposium 202...
Amount before tax: 0.00 NOK

1. Itinerary

From: 13.06.2023 08:00

To: 16.06.2023 21:00

Purpose: The Abel Symposium 2023

Country/region: Norway

Location: Orkanger

Type of trip: Hotel

+ Add new destination

Cost allocation: Standard Custom/other

2. Allowances

Subsistence allowance

Select subsistence allowance

Night supplement

+ Create new Save Copy Cancel

The allowed sums are: for Scandinavian travellers **€300**; for European **€700**; and for international **€1500**.

In step **2. Allowances** *everything should be unticked and no mileage registered.*

Travel expense claims

Search

2023

Orkanger Draft

13 Jun – 16 Jun 2023
The Abel Symposium 202...
Amount before tax: 0.00 NOK

1 Itinerary 2 Allowances 3 Expenses 4 Attachments 5

Custom/other

2. Allowances

Subsistence allowance ⓘ

Select subsistence allowance ⓘ

Night supplement

Select night supplement ⓘ

Kilometre allowance ⓘ

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

+ Add new mileage

3. Expenses

Expense posts ⓘ

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

+ Add new expense post

+ Create new Save Copy Cancel

In step 3. Expenses, Add new expense post.

Travel expense claims

Search

2023

Orkanger Draft

13 Jun – 16 Jun 2023
The Abel Symposium 202...
Amount before tax: 0.00 NOK

1 Itinerary 2 Allowances 3 Expenses 4 Attachments 5

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

+ Add new mileage

3. Expenses

Expense posts ⓘ

Type	Attachment	Description	Amount	Exchange rate	Amount NOK
No expense posts registered					
Total					0.00

+ Add new expense post

4. Attachments

Attachment(s) from expense posts ⓘ

No attachment(s) registered

General attachment(s) ⓘ

No attachment(s) registered

+ Add attachment(s)

+ Create new Save Copy Cancel

This leads to:

no | en | Norges teknisk-naturvitenskapelig

Travel expense claims
Expense

Attach valid documentation which shows both that the trip is paid by you (e.g. receipt) and completed (boarding card, flown or seat receipt).

2023

Orkanger
13 Jun – 16 Jun 2023
The Abel Symposium 202...
Amount before tax: 0.00 NOK
Draft

Type:

Currency:

Exchange rate:

Amount:

Description:

Cost allocation: Same cost allocation as trip in general ?

 Custom/other

Attachment ?

No attachment(s) registered

+ Add attachment(s)

+ Create new
OK
Cancel

*If you want to claim reimbursement for a flight, remember to keep your digital or paper boarding passes and the receipt/invoice for the ticket. Upload them using the **Add attachment(s)**.*

In order to claim a train or a bus, select **Public transportation** in the **Type** field. Uploading the ticket is enough as long as the price is stated on it.

After you register your travel expenses proceed to **Step 4** (no need to do anything there) and **Step 5**. In the **Comments** section enter “**The Abel Symposium 2023**”, and add whether you belong to the ‘Scandinavian’, ‘European’ or ‘international’ travel category.

5. Comments

The Abel Symposium 2023 ?

Go to submission page

Finally go to the submission page and **Send**.