

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

+ Create new

Fill in the data as shown below.

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

Travel expense claims

Search

2023

Orkanger

13 Jun – 16 Jun 2023

The Abel Symposium 2022...

Amount before tax: 0.00 NOK

Draft

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

Draft

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

Draft

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

Search

2023

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

Draft

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

Type: Flight

Currency: European Euro (EUR)

Exchange rate: 11,8691

Amount: 0

Description: Return flight XXX-Trondheim

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**.