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,
 - o 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).
 - o 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

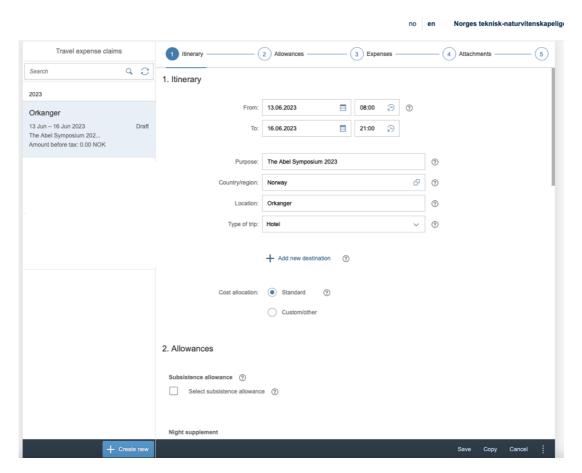
Agency: Norges teknisk-naturvitenskapelige universitet.

Main menu: Claim travel expense, Create new.



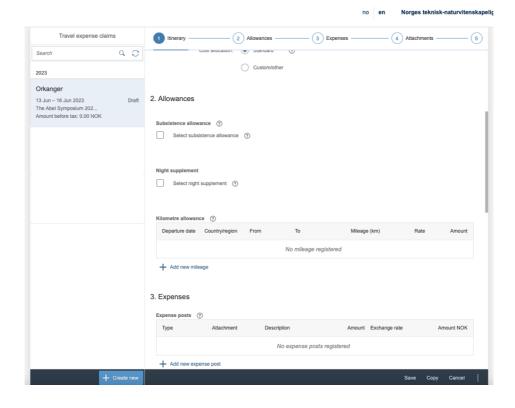
Fill in the data as shown below.

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

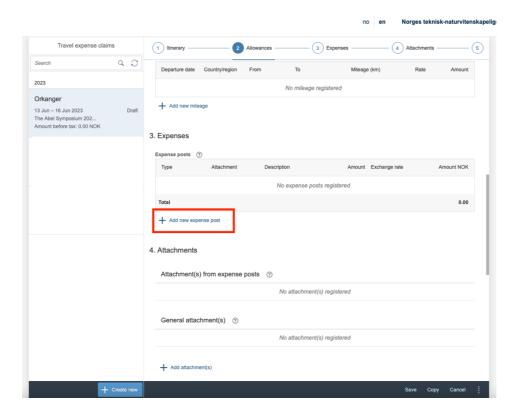


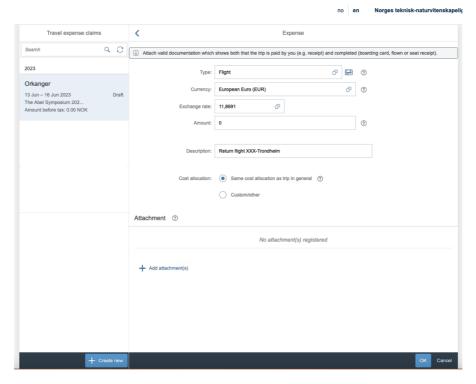
The allowed sums are: for Scandinavian travellers €300; for European €700; and for international €1500.

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



In step 3. Expenses, Add new expense post.

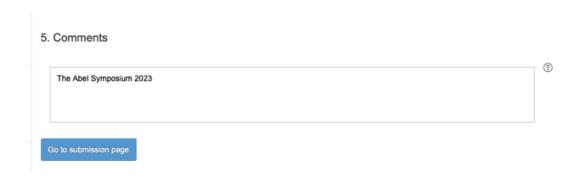




If you want to claim reimbursement for a flight, remember to keep your digital or paper boarding passes and the receipt/invoice for the ticket. Upload them using the **Add attachment(s)**.

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.



Finally go to the submission page and Send.