

Explanation of the various fields on the travel expense claim form for «Norsk hekkefugloverbåking» (Norwegian Bird Monitoring).

- År = **Year** – fill in year (4 digits e.g. 2025).
- Navn – **Name** = your full name (forename, middle name, surname).
- Fødselsnummer (11 sifre) – only for those with a **Norwegian personal number** (11 digits). All foreign employees need to fill in their **D-number**, issued from a Norwegian tax office. Foreign employees must obtain a D-number from a Norwegian tax office, which almost always involves meeting up at a designated tax office.
- Privatadresse – **Your private address** (house number, street name).
- Postnr. – **Postal code / zip code**.
- Poststed – **Place** (town or city) of residence.
- Skattekommune – **name of district where tax is paid** (applies only to Norwegian nationals, foreign employees can ignore this).
- Bankkontonr. – **Bank account number** (with IBAN number as appropriate).
- E-post – **E-mail**
- Har du registrert i andre regioner? – **Have you recorded birds in other regions as part of the survey** (answer is yes/no).
- Hvilke: **name of other regions you have recorded in**. (County name – see project website).
- Kryss av her hvis du i tillegg mottar annen lønn fra BirdLife Norge – **Mark here if you receive other payments from BirdLife Norway** (i.e. other than for Norwegian Bird Monitoring project).
- Skattefri godtgjørelse, inntil kr. 10 000,00 – **Allowance up to NOK 10 000, exempted from tax**. This is a standard amount for each route covered, which is filled in by the project administrators. Do not fill in this yourself. Each participant is entitled under Norwegian law to a tax-free allowance for each route, up to a limit of NOK 10 000,- Above this limit then tax must be deducted from the total payment.
- Reiseutlegget overført fra «**B**) UTLEGG» (se nedefor) – **Travel expenses incurred** (total amount) – This should update automatically when you fill in section **B**) lower down on the form).
- Kostgodtgjørelse med overnatting på hotell. - **Overnight allowance in hotel**. Fill in the number of nights under «antall» (shaded in pink). NB. – overnighing in hotel must be cleared in advance with your regional coordinator.
- Kostgodtgjørelse med overnatting, brakke / telt etc. – **Overnight allowance in small cabin or tent**. Fill in the number of nights under «antall» (shaded in pink).

NB. – overnighting in small cabin / tent must be cleared in advance with your regional coordinator.

- Natt-tillegg – **Overnight allowance** (general). Fill in the number of nights under «antall» (shaded in pink). This is a general allowance exclusive of overnighting in e.g. hotel / small cabin / tent, and must be cleared in advance with your regional coordinator.
- Bilgodtgjørelse (0-10 000 km) overført fra A) (se nedefor). **Allowance per kilometer for use of private cars only for up to 10 000 kilometers**. This should update automatically when you fill in section A) lower down on the form).
- **Skattepliktig lønn**. Taxable income. Leave this section blank.

A) REISESPESIFIKASJONER – bruk av egen bil. TRAVEL DETAILS – use of private car. This section is only to be filled out when using a private car, with the following information: Dato = date, kl. = time start, Sted = place start of journey, kl. time stop, Sted – place where journey ended, ant. Km = fill in total number of kilometers driven for each journey. The total number of kilometers driven will update automatically, both at the bottom of the table in section A) as well as further up on the travel expense claim form.

B) UTLEGG til bombpenger, ferge m.m. OUTLAY for toll roads, ferries etc. Fill in the following: Dato = date, Spesifikasjon = Specify what the amount is for, Beløp = enter the amount (**preferably in Norwegian Kroner**). The total amount you have laid out for toll roads, ferries etc. should update automatically. Here you can include e.g. purchase of batteries for GPS etc. NB – please remember to include any receipts (or copies of receipts) when submitting your travel expense claim.

C) MERKNADER – COMMENTS. Here you can enter any relevant comments.

Note that the fields shaded in green at the bottom of the form are to be filled in by *the project administrators only*.

Once completed, please send your travel expense form to your regional coordinator (listed on the project website). Should you have any queries or any problems when filling in the form, then please do not hesitate to contact your regional coordinator.