

## **Expense report**

| Name:           |     | Staffing agency:     |     |
|-----------------|-----|----------------------|-----|
|                 |     |                      |     |
| Address:        |     | Purpose of the trip: |     |
|                 |     |                      |     |
| Departure date: | KI. | Arrival date:        | кі. |

## **Travel reimbursement:**

Here you can register your travel itinerary if you have used your own car for work-related tasks. The compensation is based on the current tax-free rates unless otherwise agreed. The number of kilometers and tolls can be calculated at <u>www.bompengekalkulator.no</u>.

| Date | Departure address | KI. | Arrival address | KI. | Total<br>km | Toll |
|------|-------------------|-----|-----------------|-----|-------------|------|
|      |                   |     |                 |     |             |      |
|      |                   |     |                 |     |             |      |
|      |                   |     |                 |     |             |      |
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|      |                   |     |                 |     |             |      |
|      |                   |     |                 |     |             |      |
|      |                   |     |                 |     |             |      |

## Various expenses:

Here you can register your expenses. Examples of expenses include food, accommodation, public transportation, etc. In order for you to get reimbursed for these expenses, you MUST provide a receipt.

| Date | Comment (Mandatory) | Attachment<br>number | Amount |
|------|---------------------|----------------------|--------|
|      |                     |                      |        |
|      |                     |                      |        |
|      |                     |                      |        |
|      |                     |                      |        |
|      |                     |                      |        |
|      |                     |                      |        |
|      |                     |                      |        |

Comment on the travel expense report (Optional):

## Signature

Completed travel expense, and any relevant receipts reports should be sent via email to Support@jobbkretser.no. Payments will be made as soon as possible after your contact person at your client has approved the travel expense report.