**Attachment to contract for hourly paid work – payment of travel** (Skjemaet må fylles ut elektronisk)

The contract for hourly paid work signed with legg inn navnet på arbeidstaker for work in the period legg inn samme tidsrom som i kontrakten includes coverage of travel according to these terms and conditions:

|  |  |  |
| --- | --- | --- |
| **Travel from date:** | **Return travel date:** | **Number of nights (hotel):** |
| Legg inn når reisen starter | Legg inn når reisen avsluttes | Antall overnattinger som dekkes i forbindelse med arbeidet for Kunsthøgskolen |
| **Other terms:** |
| Legg inn eventuelle andre vilkår for reisen her |

Travel expenses are covered in accordance with the most affordable means of travel unless otherwise stated in this attachment.

Oslo National Academy of the Arts has an agreement with a travel agency, Berg-Hansen Reisebureau AS, for all travel reservations, including hotel reservations. You do the booking yourself through our travel agency. Necessary travel expenses, which cannot be booked through our travel agency, are covered in accordance with the most affordable way of travel (usually public transportation). E.g. transfers from airport to Oslo National Academy of the Arts.

**CONTACT INFORMATION TRAVEL AGENCY:**

Telephone: +47 220 08050

E-mail: bestilling@berg-hansen.no

**Please supply the following information to our travel agency Berg-Hansen Reisebureau AS at booking:**

|  |  |  |
| --- | --- | --- |
| **Budsjettenhet** | **Referansekode:****(Reference code)***Se* [*referansekodeliste*](http://intranett.khio.no/Intranett/Regnskap_lonn_og_reiser/) *på intranettet* | **Prosjektnr:****(Project number)** |
| Budsjettenhet likt som oppgitt i kontrakten | Den som skal attestere for kostnaden. Enten fullt navn eller referansekode, jf. referansekodeoversikten på intranettet. | Prosjektnummer likt som oppgitt i kontrakten |

Oslo Klikk her for å legge inn dato.,

 \_\_\_\_ \_\_\_\_

Signature Oslo National Academy of the Arts Employee’s signature

Navnet på den som underskriver Navnet på den som underskriver

Velg tittel her.

*This form is an attachment to the contract for hourly paid work and is signed along with the contract*