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**Consent for employee to use private car for business travel**

See [Section 6 of the Government Travel Allowance Scale (Norwegian) (regjeringen.no)](https://www.regjeringen.no/no/dokumenter/kostgodtgjorelse-og-nattillegg/id438637/).

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| --- | --- |
| Name: |  |
| Adress: |  |
| Post code / City: |   |
| Workplace: |  |

has been given permission to use his/her private car in connection with assignments and field work.

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| Purpose of the travel: |  |
| Route: |  |
| Time period: |  |

A driving log is required to be kept for the assignment.

The driving log should contain the date, nature/purpose of the assignment, car mileage and number of kilometres driven. If there are only a few assignments during the same business travel, it is sufficient to enter these on the travel expense claim in the box where a detailed account must be provided of the assignment / nature of the assignment. cf. the Government Personnel Handbook section 7.01 Government travel expense claim for domestic travel.

A copy of the permit should be attached to the travel expense claim.

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| Place / date: |  |
| Approved by person with budget authority: |  |