

Guidelines for covering additional expenses associated with internships.

Established by the Education Committee on March 25, 2021. Amended by the Education Committee on May 24, 2023.

1. Scope:

These guidelines apply to travel related to internships in studies at the University of Stavanger. The guidelines do not apply to fieldwork, excursions, or other travels associated with studies at the University of Stavanger.

2. Coverage of Travel Expenses:

a) As a general rule, students are responsible for covering the travel expenses to the internship site themselves.

However, students who incur additional expenses beyond ordinary travel expenses to and from the University of Stavanger during the internship period may apply for reimbursement.

b) Public transportation should be used whenever possible for internships.

c) In exceptional cases where the student can provide documentation that the use of public transportation is not feasible, such as due to health reasons (medical certificate must be provided) or inadequate public transportation to the internship site, car usage may be reimbursed at the national insurance rate. The student must obtain prior approval for car usage from the institute/department.

- Car usage is reimbursed from the study location to the internship site, or from the home location to the internship site if shorter.
- Where practical, multiple students should travel together in the same car. A passenger supplement is provided.
- For students approved for car usage, tolls/ferry expenses are also covered.
- Parking expenses and other costs are not covered.
- Car usage is reimbursed as follows: Car usage is reimbursed at the kilometer rate calculated based on the number of kilometers exceeding 30 kilometers each way, as mentioned above. For reimbursement of expenses for accommodation at the internship site (cf. point 3), only one round trip journey per internship period via the most reasonable means of transportation is covered.
- Car usage is not covered for students who arrange their own internship placement, unless agreed upon in advance.

3. Coverage of Accommodation Expenses at the Internship Site – by UiS:

a) If the distance from the student's study address to the internship site is more than 100 km/1 hour by car one way, the institute/department may grant coverage of expenses for a room at the required internship site. Room expenses may exceptionally be covered even if the distance is less than 100 km/1 hour, provided that the student can demonstrate that daily travel by bus between the residence and the internship site is not feasible or causes disproportionate inconvenience. The student must submit an application to the institute/department in advance, but no later than 2 weeks before the internship period starts, to clarify any potential coverage of expenses.

b) Room expenses are not covered for self-selected internship sites.

c) To be eligible for reimbursement of additional accommodation expenses during the internship, documentation of actual additional expenses, along with documentation that expenses for the original accommodation have been paid, must be attached to the application for the entire internship period.

d) Documented room expenses where UiS does not provide a room, are covered up to NOK 5000 per month/NOK 1250 per week. Exceptional rates may be used. The assessment is made by the respective institute/department. Any income from renting out one's own room will be deducted.

4. Application for Refund:

In advance, but no later than 2 weeks before the internship period starts, students should clarify whether they will be reimbursed for additional travel and/or room expenses at the internship site. If students are entitled to a refund, an application for reimbursement must be submitted on the designated form along with necessary attachments/documentation to the internship coordinator/course responsible no later than one month after the end of the internship period. Applications received later than one month after the end of the internship period will not be processed.