

GUIDELINES ON THE REIMBURSEMENT OF TRAVEL AND ACCOMMODATION EXPENSES IN CONNECTION WITH SUPERVISED PROFESSIONAL TRAINING FOR STUDENTS

Laid down by the Education Committee on 25 March 2021.

1. Scope

These guidelines apply to travel undertaken in connection with supervised professional training while studying at the University of Stavanger. The guidelines do not apply to fieldwork, excursions or other trips undertaken in connection with studies at the University of Stavanger.

2. Reimbursement of travel expenses.

a) As a general rule, students must cover their own travel expenses that are incurred when travelling to their training location. However, students may apply for reimbursement of any additional travel expenses they incur in connection with supervised professional training that exceed the ordinary travel expenses which they incur when travelling to and from the UiS.

b) Basically public transport shall be used in connection with supervised professional training.

c) In special cases where a student is able to provide documentary proof that it is not possible to use public transport, e.g. due to a health condition or inadequate public transport connections/services to their training location, the use of a car may be covered in accordance with the rates which apply under the National Insurance Scheme. Students must seek prior approval from their department/faculty for using a car.

- Reimbursement for using a car is calculated from the student's place of study to his/her training location, or from the student's residence to his/her training location if the distance involved is shorter.

- Whenever possible several students should travel in the same car. Additional expenses for passengers are awarded.

- Tolls/ferry expenses will also be covered for students who are permitted to use a car.

- Parking and other expenses will not be covered.

- The use of a car will be covered as follows: a km allowance will be calculated in accordance with the number of kilometres exceeding 30 km in each direction and in accordance with the shortest route, cf. above. When expenses are reimbursed for accommodation at the student's training location (cf. Item 3), only one return trip will be covered for each period of training in accordance with the cheapest mode of transport.

- The use of a car by students who arrange their own supervised practical training will not be covered, unless this has been agreed in advance.

3. Reimbursement of accommodation expenses at the student's training location – by the UiS

a) If the distance between the student's study address and training location is more than 100 km/1 hour in one direction by car, the department/faculty may grant reimbursement of expenses for accommodation at the student's training location. In exceptional circumstances, accommodation expenses may also be covered when the distance involved is less than 100 km/1 hour, provided that the student concerned can provide documentary proof to show that daily travel by bus between his/her place of residence and the training location is not possible or entails undue problems. Students are responsible for sending their applications to the department/faculty in plenty of time before their period of supervised professional training commences in order to obtain clarification of any reimbursement of expenses.

- b) Accommodation expenses are not covered for training locations chosen by students themselves.
- c) In order to be reimbursed for any additional expenses incurred in connection with accommodation at the student's training location, students must attach documentary proof to their applications to show that their actual additional expenses and their original accommodation expenses have been paid.
- d) Documented accommodation expenses for accommodation not provided by the UiS will be covered by up to NOK 4,000 per month/NOK 1,000 per week. In exceptional circumstances, other rates may apply. Assessments will be carried out by the individual department/faculty. Any income derived from renting out a student's own accommodation will be deducted.

4.Applications for reimbursement

Students shall obtain clarification well before they commence their supervised professional training as to whether or not their accommodation expenses at their training location will be reimbursed. If students are entitled to reimbursement of their accommodation expenses, they shall submit an application for reimbursement on the required form to their supervised training coordinator/course manager, along with any required attachments, by no later than one month after they have completed their period of supervised professional training. Applications that arrive after that date will not be considered.

These guidelines will come into force with effect from the date of decision.