

Grant payments

This form must be completed and signed, and sent to the Personnel Services Unit for payment

☐ Erasmus + grant

☐ Other:

Name of other grant:

☐ NORDFO grant

Entered into between

Surname	First name	National insurance no. (11 digits)
Private address	Post code	Town/city
Bank account no.	Telephone no.	E-mail address

and

The organisation's name and address UNIVERSITY OF SOUTHEASTERN NORWAY (USN) PO BOX 235 3603 KONGSBERG NORWAY	Faculty/department Department/section
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Regarding the following:

Grant:	
Agreed sum:	Grant duration (from date – to date)
Other information	
Travel destination, if applicable:	Name of university you will visit, if applicable:

For completion upon payment

Salary type	Number	Rate	Amount	Account	Budget unit	Work Package (7+2 digits)	Objective

1. If all or part of the work shall be undertaken abroad, details of this must be provided.
2. For international payments, the separate form for overseas payments must be used. A copy of the recipient's passport must be attached if the recipient does not have a Norwegian national insurance number / D-number.
3. Grant recipients should be aware that grant payments may be checked by the Norwegian Tax Administration with regard to any excess, and should therefore retain all receipts from the relevant tax year. You must keep a record of your expenses. For grants of over NOK 50,000, this record must be submitted to USN.
4. As a grant recipient, you are responsible for notifying USN (personalservice@usn.no) in the event of any excess received.
5. All grant recipients should read the relevant grant guidelines.

Any comments

Date	Grant recipient's signature
Date	Certification
Date	Budget allocating authority