

Salary voucher (for guest lecturers)



- Use of this form requires a signed guest lecturer agreement with UNIS.
- The completed form must be submitted digitally via Travel & Expenses (T&E) together with relevant travel expenses.
- Fields marked with * must be completed.
- Fields marked with # must be completed for those with a non-Norwegian bank account.
- Contact salary@unis.no for access to T&E or if you have any questions.

Personal information

* Name:

* Email:

* Address:

* Norwegian ID/D-no. (11 digits):

NB: Guest lecturers without a Norwegian ID/D-number that is not taxable to Svalbard or Norway, must include a copy of their passport when submitting a Salary voucher for the first time via Travel & Expenses.

* Competency level (e.g. BSc, MSc, PhD, ass.prof., prof.):

* UNIS contact person:

* Course code

* If travel to Svalbard in connection with guest lecturing: Date of arrival on Svalbard:

Date of departure from Svalbard:

* Bank account number:

IBAN:

BIC/SWIFT/routing no. (ABA):

Bank name:

Bank address:

* Taxation:

(to where do you pay tax - tick one box)

Svalbard

Norway

Abroad

NB: You are taxable to Svalbard only if you are a permanent resident, or your stay in Svalbard is continuous for more than 30 days (excluding traveling days to and from Svalbard).

Salary

Type of teaching	* Hours	Factor	Total hours for payment	Comments
Lecture				
Seminar				
Excercises (lab, datalab, etc.)				
Supervising				
Excursions (boat/field)				
Other:				
	* Days	Hours per day	Total hours for payment	Comments
Cruise (involves overnight stay)				
Field (involves overnight stay)				

Summary - total hours to be paid: