Concur Expense: Travel Allowance Configuration Guide – Norway

Concur Travel & Expense

Last Revised: April 23, 2021

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Revision History

Date	Revision Notes/Comments
August 10, 2022	Minor changes to align with current style guidelines and best practices.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
June 8, 2019	Added information about trips with a duration of 12 hours or more with accommodation to the *Meal Allowance for Domestic Multiple-Day Trips with Lodging* section. Updated the copyright and title.
April 13, 2019	Updated information about rounding and extended trips.
March 16, 2019	Added 5 new calculation properties (DOMESTIC_HIGH_MEALS_RATE_GOVT, DOMESTIC_LOW_MEALS_RATE_GOVT, INTL_HIGH_MEALS_RATE_GOVT, INTL_LOW_MEALS_RATE_GOVT, ENABLE_TAX_FREE_FOR_LAST_DAY) and updated content to reflect statutory updates and current functionality.
November 17, 2018	Added the two new calculation properties (extended_trip_domestic_govt_amount and extended_trip_domestic_comp_amount) mentioned in the November release notes.
September 22, 2018	The September release was moved to September 22, 2018.
September 15, 2018	Updated information related to the June 22, 2018 government rate changes for per diems.
March 27 2018	Updated the copyright; no other changes; cover date not updated
August 19 2017	Changed the determination of the allowance location to maintain legal compliance
January 17 2017	Changed copyright; no other content changes.
August 15 2016	Updated the Provided Meals table so that domestic and foreign deductions each have their own (column) percentages shown.
July 14 2016	Update to the Extended Trip calculation properties
February 19 2016	Added new option to support tracking of recurring visits to the same location in order to determine employee taxability
November 23 2015	Added information about allow_negative_allowance (from Feb 2012) in *System Calculation Properties*
June 16 2015	Added information about new use_prorated_deductions_domestic property
June 13 2014	General updates in ConfigImporter (trx_type 500)
December 13 2013	Added optional setting to pro-rate meals deductions on days with alternate lodging (not hotel)

Date	Revision Notes/Comments
December 28 2012	Made rebranding and/or copyright changes; no content changes
August 12 2011	Added information about the External URL and External URL's Text fields to the TA Configuration page
April 16 2010	Added optional setting to use time bands for domestic single-day trips
December 14 2009	Changed the name of the *Travel Allowance* chapter to the *Expense: Travel Allowance Setup Guide*
October 16 2009	Single row itinerary check can now be used in the current user interface
September 25 2009	Added information about: • The new **Display Quick Itinerary Wizard** option on the **Edit Travel Allowance Configuration** page in Expense Configuration Administrator • Provided meals (parameter pay_partial_day_incidental)
June 19 2009	Added optional settings for meals deductions for single-day domestic trips, to support latest union agreements
December 8 2008	These changes were made: ♦ Support for additional trip types ♦ The options on the **Edit Travel Allowance Configuration** page in Expense Configuration Administrator were rearranged into a more logical order. The options in *Configuration Options* in this guide were rearranged to match. ***Functionality has not changed.***
August 1 2008	Added the *Account Codes Based on Type of Trip* section
May 29 2008	Revised the rates in the *Lodging Type* section
May 2008	Initial publication for Concur Travel & Expense

Chapter 1: General Information

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

A company may reimburse its employees' travel expenses according to a schedule of set reimbursement rates, commonly known as "per diem" or "travel allowance" rates. The rates are determined by governmental and company policies and may differ depending on location and length of travel as well as partial days of travel, seasonal travel, and so on. Travel allowances apply to meals (which usually includes incidentals) and lodging expenses. Travel allowances do not apply to expenses such as car rentals, airline tickets, seminars, and so on.

There are two types of travel allowances: fixed and reimbursable.

Fixed Allowances

With a **_fixed_** type of travel allowance, the employee is reimbursed the fixed rate regardless of the actual amount of expenses. For example, assume that the fixed rate for meals (including incidentals) is 55.00 EUR per day.

- If the employee spends less than 55.00 EUR per day, the employee keeps the difference.

- If the employee spends more than 55.00 EUR per day, the employee is responsible for paying the difference.

Since the employee is paid the amount regardless of the actual expense, the employee does not enter actual expenses into Concur Expense or collect receipts. The system creates the fixed-amount expenses based on location and duration information that the employee provides by preparing an itinerary.

Reimbursable Allowances

With a **_reimbursable_** type of travel allowance, there is a schedule of reimbursement rates but the employee may or may not be paid the reimbursement rate.

The employee enters the actual expense into Concur Expense and the system compares the actual expense amount to the rate (limit). Then:

- If the actual expense is _less than or equal to_ the limit amount, the company reimburses the employee for the actual expense amount.

- If the actual expense is _greater than_ the limit amount, the company may reimburse the employee for the actual expense amount or perhaps only up to the limit amount.

    - If policy dictates that the employee is reimbursed the amount of the actual expense, then the company pays the employee the full amount of the expense but also keeps track of the amount that is over the limit. In some cases, the

amount paid to the employee that is over the limit becomes taxable to the employee. In other cases, the amount that is over the limit may not be billable to the client and may be charged as company overhead.

♦   If company policy dictates that the employee is reimbursed only up to the limit, then the employee is responsible for any amount above the limit.

Additional Definitions and Descriptions

For additional information about travel allowances and the options for configuring the travel allowance pages in Expense, refer to the *Expense: Travel Allowance Setup Guide*.

For additional information about the Travel Allowance Import, refer to the *Travel Allowance Import* chapter in the client-facing Concur Expense - Import and Extract File Specifications.

Chapter 2: Requirements

General

The Norwegian travel allowance model compensates the employee for meals and incidentals and lodging expenses. The calculation is based on the number of hours of travel for each day of the trip.

The most common method of reimbursement is *fixed* allowances for meals and *actual* expenses for lodging. If the company reimburses above the government limits, these amounts must be tracked as taxable income to the employee.

Allowance Location

The following are rules for determining the travel allowance location.

- The allowance location for a day of travel is the location in which the traveler stayed the longest. The day of return travel uses the travel allowance rate of the last location visited (generally where the traveler spent the previous night).

- If several countries were visited during the same day, the country in which the traveler had the longest stay decides the travel allowance rate.

- For mixed trips, the foreign location will have precedence over the domestic location. The allowance location is the foreign location that has the maximum duration.

Rates

The government publishes the meals allowance amounts on an annual basis for all domestic locations and specific international countries.

Definition of a Day of Travel

A day of travel is the 24-hour period from the time the trip commences to the same time the following day.

More specifically, a day of travel is defined as a period of no more than 24 hours beginning from the time that the employee sets out on a business trip from his workplace or home. A day of travel ends at 24 hours (when the next day commences) or when the employee returns from a business trip to his workplace or home. For example, if the traveler departs on day 1 at 4:00 P.M., then the first day of travel is the 24-hour period until the following calendar date at 4:00 P.M., when the second day of travel commences.

Overnight Allowance

Norway can use the overnight allowance. This is given to the traveler in lieu of the hotel allowance when the traveler stays with friends, in a caravan, or other lodging arrangement not otherwise covered by the lodging types.

Meals Allowance

The basis for the meals allowance is the number of hours for that day of travel. For multiple-day trips, the traveler is entitled to a meals allowance based on Norwegian calculation properties if there are at least 6 hours of travel on the subsequent days after the first day of travel. Norwegian authorities publish two different rate sets – the State rates and the SKD rates. Your travel allowance solution might be configured to use only one of these sets of rates or both – in this case the state rates define what is paid to the traveler while the SKD rates define what is considered tax-free.

Lodging Type

The meals allowance can vary based on the type of lodging used by the traveler. If this option is displayed to the user, the allowance is adjusted according to the following example for a domestic Norway location.

Lodging	Allowance per State rate	Allowance per SKD rate
Hotel / None	NOK 780	NOK 578
Other arrangement without cooking facilities	NOK 161	NOK 161
Other arrangement with cooking facilities	NOK 89	NOK 89

The user's option to select a lodging type is based on the travel allowance configuration setting for **Use Lodging Type**. If this option is not used, then hotel is always assumed as the lodging type.

Meal Allowance for Domestic Single-Day Trips

A single-day trip is defined as a business trip without an overnight stop, more specifically a trip where the traveler is not entitled to a lodging allowance. The application uses the eligibility rules for lodging specified above to determine if the day will be treated as a single-day trip (not eligible for lodging) or a regular/multiple day trip (eligible for lodging).

The traveler is entitled to a meals allowance based on Norwegian calculation properties if there are at least six hours of travel. The following rates apply to a domestic single-day trip:

Duration	Allowance per State rate	Allowance per SKD rate
Less than 6 hours	No allowance	No allowance

| 6 up to 12 hours | NOK 307 | NOK 200 |
| More than 12 hours | NOK 570 | NOK 400 |

NOTE: This rate data is provided as sample only and should always be verified against the current government regulations.

Alternatively, there are two options available for reimbursement of domestic single-day trips.

- **Option 1 – Simple:** This option uses predefined time bands and no allowance is paid for the 0-6-hour time band. The system calculation property **single_day_trip_uses_time_bands** is set to N.

Duration	Allowance
Less than (<) 6 hours	No allowance
6 to 12 hours	NOK 307
More than (>) 12 hours	NOK 570

NOTE: This rate data is provided as sample only and should always be verified against the current government regulations.

- **Option 2 – Complex:** This option uses time bands and the allowance for each one is set per client needs. The system calculation property **single_day_trip_uses_time_bands** is set to Y.

  This option requires more complexity in loading rates but allows the greatest flexibility in reimbursing the traveler. This allows the company to define the allowance based on the duration of travel for the day.

Meal Allowance for Domestic Multiple-Day Trips with Lodging

For any trip in which the traveler is entitled to a lodging allowance for any day of the trip, the meals allowance is calculated based on the number of hours of travel for each individual day, based on the definition of a day in section *Definition of a Day of Travel* in this guide.

For subsequent days of travel after the last complete 24-hour period (i.e. last day of the trip), the employee is entitled to the meals allowance as described in the table below. There are two options available for determination of SKD rates for the last day of a trip.

- **Option 1 (Default):** This option calculates the SKD rates for the last day of a trip as described in section *Meal Allowance for Domestic Single-Day Trips* in this guide. The system calculation property **enable_tax_free_for_last_day** is set to N.

- **Option 2:** This option calculates the SKD rates for the last day of a trip as described in section *Lodging Type* in this guide. The system calculation property **enable_tax_free_for_last_day** is set to Y.

Allowance for last day of the trip:

Duration	Allowance per State rates	Allowance per SKD rates, option 1	Allowance per SKD rates, option 2
Less than (<) 6 hours	No allowance	No allowance	No allowance
6 to 12 hours	NOK 307	NOK 200	Refer to the *Lodging Type* section in this guide.
More than (>) 12 hours	NOK 570	NOK 400	Refer to the *Lodging Type* section in this guide.
More than (>) 12 hours with accommodation	NOK 780	NOK 400	Refer to the *Lodging Type* section in this guide.

Whether or not a trip of 12 hours or more has an accommodation, an accommodation is assumed when more than 5 hours of the 12 hours are defined as Night time in Norway (10pm – 6am). In this case, the full rate will be paid as the State rate. This is valid for Domestic Single-Day Trips and Last Day of Domestic Multiple-Day Trips.

NOTE: This rate data is provided as sample only and should always be verified against the current government regulations.

Meals Allowance for International Trips

For any international trip, the meals allowance is calculated based on the number of hours of travel for each individual day, based on the definition of a day in section *Definition of a Day of Travel* in this document.

The hours of duration in the table below are used to determine the allowance per day. This table only shows State rates, the SKD rates are the same as is calculated for domestic trips. For further details, please refer to the respective sections of this guide.

Allowance when total trip duration is less than 24 hours:

Duration	Allowance
Less than (<) 6 hours	No allowance
6 to 12 hours	1/2 of destination's allowance
More than (>) 12 hours	Full allowance

NOTE: This rate data is provided as sample only and should always be verified against the current government regulations.

Multiple Trips on the Same Day

If multiple trips occur on the same day, each trip is calculated independently of the other based on the number of hours travel for that trip and day.

Provided Meals

For any meal the employee received without charge, the allowance amount should be reduced to account for that meal. The Norwegian government publishes this meals breakdown as a percentage of the total allowance for the location.

Provided Meal	Deduction
Breakfast	20%
Lunch	30%
Dinner	50%

NOTE: This rate data is provided as sample only and should always be verified against the current government regulations.

Optional calculation

Ordinarily when provided meals deductions are made on the first or last day, the resulting allowance will never be less than zero (0). The system may be optionally configured to allow partial days to result in a negative allowance. This supports the interpretation that the value of the provided meal should be deducted from the allowance even if it results in a negative amount, with the assumption that the overall cumulative allowance for the entire trip will be a positive amount for the employee. To enable this option, the system calculation property **allow_negative_allowance** is set to Y.

Meals Deductions

The deduction amount for a provided meal may be pro-rated to match the reduced meals allowance for the day.

The system deductions for State rates (or any other rates defined as COMP) will never be pro-rated. This means the amount to be deducted will always be a percentage of the full day rate per Lodging Type.

- **Example 1:** Domestic single-day trip of 13 hours. The allowance per State rates is NOK 570.
  The meal deductions are calculated based on the full day rate per lodging type. A single-day trip does not use a lodging type, so the full day rate for *Hotel/None* is used. The deduction for a provided lunch on this single-day trip is NOK 234 (30% of NOK 780).
  With this the traveler is entitled to an overall allowance of NOK 570 – NOK 234 = NOK 336.

- **Example 2:** Domestic multi-day trip of 32 hours; lodging type *Other arrangement without cooking facilities* applies to the first day. The allowance per State rate is NOK 161 for the first day and NOK 307 for the last day.
  The meal deductions are calculated based on the full day rate per lodging type. For the first day, the lodging type is *Other arrangement without cooking facilities*, so the deduction for a provided lunch on the first day is NOK 48 (30% of NOK 161).
  The last day does not use a lodging type, so the full day rate for *Hotel/None* is used. The deduction for a provided lunch on the last day is NOK 234 (30% of NOK 780).

With this the traveler is entitled to an allowance of NOK 161 – NOK 48 = NOK 113 for the first day and NOK 307 – NOK 234 = NOK 73.

Deductions for SKD rates (or any other rates defined as GOVT) will always be pro-rated. This means the amount to be deducted will always be a percentage of the currently used rate.

- **Example 1:** Domestic single-day trip of 13 hours. The allowance per SKD rates is NOK 400.
  The deduction for a provided lunch on this single-day trip is NOK 120 (30% of NOK 400).
  With this the traveler is entitled to an overall allowance of NOK 400 – NOK 120 = NOK 280.

- **Example 2:** Domestic multi-day trip of 32 hours; lodging type *Other arrangement without cooking facilities* applies to the first day. The allowance per SKD rate is NOK 161 for the first day and NOK 200 for the last day. (Option 1 on handling the last day is used as described in section *Meal Allowance for Domestic Multiple-Day Trips with Lodging* of this guide.)
  For the first day the deduction for a provided lunch is NOK 48 (30% of NOK 161).
  The deduction for a provided lunch on the last day is NOK 60 (30% of NOK 200).
  With this the traveler is entitled to an allowance of NOK 161 – NOK 48 = NOK 113 for the first day and NOK 200 – NOK 60 = NOK 140.

This behavior is not configurable.

Single-Day Domestic Trips and Provided Meals

Some union agreements require different provided meals deduction amounts if the trip is domestic and occurs on a single day. Use of these alternate meals deductions are optional and enabled via system properties settings.

NOTE: These constants will override the pro-rated meals deductions described in the previous section when both are enabled.

To use this option, a system calculation property [use_single_day_deduction_constants] must be changed to turn on the option and the default values for the various meals deduction amounts validated or updated to match client requirements. [single_day_breakfast_deduction, single_day_lunch_deduction, single_day_dinner_deduction]

Extended Trips (over 28 days)

If a trip lasts longer than 28 continuous days at the same location outside of Norway, the meals allowances per state rate are reduced to 75% of the original amounts from day 29 onward. The same factor is also applied to provided meal deductions based on this state rate. The extended trip factor is not applied to meal allowances per SKD rate or provided meal deductions based on SKD rate.

If a trip last longer than 28 continuous days at the same location inside Norway, then meals allowances per state rate are reduced to NOK 202 from day 29 onward. Provided meal deductions are not applied for days using this reduced rate. The extended trip amount is not applied to meal allowances per SKD rate.

Account Codes Based on Type of Trip

Clients can set different account codes based on the nature of the trip – multi-day domestic, extended multi-day domestic, multi-day international, extended multi-day international, single-day domestic, single-day international. This option is typically used by clients needing a different account code to indicate the wage type.

The values for the trip types for Norway are as follows:

- Extended Multi-Day Domestic
- Extended Multi-Day International
- Multi-Day Domestic
- Multi-Day International
- Single-Day Domestic
- Single-Day International
- Multi-Day Domestic Other With Cooking
- Multi-Day Domestic Other Without Cooking
- Multi-Day International Other With Cooking
- Multi-Day International Other Without Cooking
- Domestic Overnight
- International Overnight
- Domestic Incidentals Only
- International Incidentals Only

In assigning these trip types, the order of precedence is determined using the following rules:

- For reimbursable allowances, all expenses for the day receive the same value.
- Single-day trips and extended trips are higher priority than Incidentals Only. So, if the day qualifies for one of these settings and all meals are provided, it will not receive the Incidentals Only value.
- Single-day trips and extended trips are higher priority than Overnight. So, if the day qualifies for one of these settings and it also uses overnight, it will not receive the Overnight value.

To use this option, an expense custom field is configured to hold the trip type. Once configured, this field can be included in the account code hierarchy for looking up account codes. This configuration uses both a site setting to identify the custom field to use for this data and a system calculation property [use_trip_type_entry_field] to turn on the option.

NOTE: To configure the **Trip Type** custom field, set the data type for the field as *List* using the default list *Travel Allowance Trip Types*. Next, add the field to the appropriate expense form with the role access setting of *Hidden* or *Read-only*. Next, create a Concur service request to set the site setting to identify the custom field used and to turn on this option. Finally, configure the appropriate account code hierarchy and associated account codes.

Chapter 3: System Calculation Logic

Meals Allowance

The calculation is based on the following information: date, rate location, travel allowance type, overnight indicator, and provided meals or benefits in kind meals indicators.

NOTE: Values in this calculation that are based on values set in a system calculation property are followed by the property name in brackets: [Example]

1. The system determines the number of hours traveled on the day in question.

   ♦ **First Day:** The system uses the trip start date and time to define the start hour of the 24-hour period of a day. If the total duration of the trip equals or exceeds 24 hours, the system sets the first day to 24 hours. If the total duration of the trip is less than 24 hours, the system sets the first day to the total duration of the trip (in hours).

   ♦ **Not the first or last day of travel:** The system sets the number of hours used to calculate the meals allowance to a full day, which is 24 hours.

   ♦ **Last Day:** If the trip is a multiple-day trip and exceeds 24 hours in total duration, the system calculates the number of hours for the last date. The system uses the trip start time to define the start of the last day and the trip end time to define the end of the last day.

2. The system determines the calculated rate for the day. Using the number of hours traveled on the date in question (determined in step 1), the system looks up the applicable rate for the rate location in the rate tables. This is the calculated rate. The calculated rate is now adjusted according to the following steps.

3. **Single-Day Domestic Trip**

   ♦ **Option 1 Simple:** If the trip starts and ends on the same date and is a domestic trip, the assumption is that there is no lodging. In this case, the system uses the following logic to determine the allowance amount.

      • If the duration is less than 6 hours [single_day_low_hours], then no allowance is granted.

      • If the duration is 6 hours up to 12 hours [single_day_low_hours up to single_day_high_hours], the allowance is set to 307 NOK [single_day_low_meals_rate].

      • If the duration is more than 12 hours [single_day_high_hours], the allowance is set to 570 NOK [single_day_high_meals_rate].

   ♦ **Option 2 Complex:** If the trip starts and ends on the same date and time bands are used, the assumption is that there is no lodging. The number of hours traveled are compared to the time bands to look up the allowance amount.

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4. **24-hour Domestic Trip:** If the total duration is less than 24 hours and is a domestic trip, the system uses the following logic to determine the allowance amount.

   - If the duration is less than 6 hours [domestic_low_hours], then no allowance is granted

   - If the duration is 6 up to 12 hours [domestic_low_hours up to [domestic_high_hours], the allowance based on State rates is set to 307 NOK [domestic_low_meals_rate] and the allowance based on SKD rates is set to 200 NOK [domestic_low_meals_rate_govt].

   - If the duration is more than 12 hours [domestic_high_hours], the allowance based on State rates is set to 570 NOK [domestic_high_meals_rate] and the allowance based on SKD rates is set to 400 NOK [domestic_high_meals_rate_govt].

5. **Single-Day Foreign Trip:** If the total duration is less than 24 hours and is a foreign trip, the system uses the following logic to determine the allowance amount.

   - If the duration is less than 6 hours [intl_low_hours], then no allowance is granted.

   - If the duration is 6 up to 12 hours [intl_low_hours up to intl_high_hours], the allowance based on State rates is set to 1/2 of the full allowance [intl_meals_factor] and the allowance based on SKD rates is set to 200 NOK [intl_low_meals_rate_govt].

   - If the duration is more than 12 hours [intl_high_hours], the allowance based on State rates is set to the full allowance and the allowance based on SKD rates is set to 400 NOK [intl_high_meals_rate_govt]

6. **Lodging Type adjustment:** If the lodging type is set by the traveler, the system uses the following logic to adjust the meals allowance.

   - **Single-day trip:** No adjustment made

   - **Hotel / None lodging type:** No adjustment made

   - **Other without cooking lodging type:** Allowance is set to the value in the rate record for custom2

   - **Other with cooking lodging type:** Allowance is set to the value in the rate record for custom3

7. **Last Day of Trip:**

   For the last day of a trip, the system uses the following logic.

   - If the total hours are less than 6 [domestic_low_hours], the allowance amount is set to zero.

   - If the total hours are in between 6 -12 [domestic_low_hours and domestic_high_hours], then the 307 [Domestic Low Meals Rate] allowance is given based on State rates. If the SKD rates should behave as for a single day [enable_tax_free_for_last_day], the SKD allowance is set to 200 [domestic_low_meals_rate_govt]; otherwise it is set based on the lodging type.

♦ If the total hours are more than 12 hours [domestic_high_hours], then the 570 [Domestic High meals Rate] allowance is given based on State rates. If the SKD rates should behave as for a single day [enable_tax_free_for_last_day], the SKD allowance is set to 400 [domestic_high_meals_rate_govt]; otherwise it is set based on the lodging type.

8. **Extended Trip:** If this is a foreign trip and is the 29th or later day of the trip [extended_trip_days], the system reduces the allowance amount to 75% [extended_trip_company_factor]. If this is a domestic trip and is the 29th or later day of the trip [extended_trip_days], the system reduces the allowance amount to NOK 202 [extended_trip_domestic_comp_amount].

9. **Provided Meals:** The system deducts the specified amount for each provided meal.

♦ For SKD rates, the provided meal deduction is pro-rated by comparing the maximum meals allowance to calculated allowance and reducing the meals deduction by the same ratio. The calculated provided meals deduction is then subtracted from the day's allowance.

♦ For State rates, the provided meal deduction is calculating the meals deductions based on the full day rate. The calculated provided meals deduction is then subtracted from the day's allowance.

♦ If the system is configured to prevent negative allowances [allow_negative_allowance = N], then the resulting meals allowance is checked. If the provided meals calculation (above) brings the rate amount below zero, the system resets the rate to zero.

10. **Overnight:** If the traveler indicates an overnight allowance and lodging is not using either the fixed or reimbursable method, the system adds the overnight amount to the calculated rate.

11. **Rounding:** When calculating travel allowance amounts, the system rounds any öre either up or down to the nearest whole krona.

Itinerary Duration Logic

Under most circumstances, the above logic will produce correct results. However, it is possible to have a travel allowance itinerary span more calendar days than the total itinerary duration will allow. The following example illustrates the problem.

> The traveler departs on a Monday at 11:00 P.M. and arrives at the destination on Tuesday at 1:00 A.M. The traveler's return trip begins on Wednesday at 11:00 P.M. and ends on Thursday at 1:00 A.M.

In this example, the itinerary spans four calendar days (Monday through Thursday) so a total of four travel allowance day records will be generated. The actual itinerary duration is only 50 hours. Based on the requirements of the *Fixed Meals* calculation above, the first day of a multi-day itinerary has 24 hours allocated to it. So, the following allocation of hours is made:

• Monday = 24 hours

• Tuesday = 24 hours

- Wednesday = 2 hours

- Thursday = 0 hours

In order to prevent over-paying the meals allowance, Wednesday becomes the effective last day of the trip for rate calculation purposes. Thursday will automatically get no allowance.

Chapter 4: System Calculation Properties

Country-specific calculation properties are stored in the CT_TA_CALC_METHOD_PROPERTY table. ***These properties are initialization data; therefore, these values are not imported via the Travel Allowance Importer.*** These properties are used for all Norwegian travel allowance calculations. They cannot be set differently for different travel allowance configurations sharing the Norwegian calculation method.

The following properties are used for Norwegian rules:

Name	Value	Description
allow_negative_allowance	N	Defines whether an individual day's allowance may be negative This might occur for a partial day with provided meals deductions.
domestic_high_hours	12	Minimum hours for a single day at a domestic location to qualify for the high meals allowance; must be greater than domestic_low_hours (integer between 0 and 23)
domestic_high_meals_rate	570	High meals rate for domestic locations specified in Norwegian Krone (NOK) for company rates
domestic_high_meals_rate_govt	400	High meals rate for domestic locations specified in Norwegian Krone (NOK) for government rates
domestic_low_hours	6	Minimum hours for a single day at a domestic location to qualify for the low meals allowance; must be less than domestic_high_hours (integer between 0 and 23)
domestic_low_meals_rate	307	Low meals rate for domestic locations specified in Norwegian Krone (NOK) for company rates
domestic_low_meals_rate_govt	200	Low meals rate for domestic locations specified in Norwegian Krone (NOK) for government rates
enable_tax_free_for_last_day	N	Last day taxation behaves as any other day (N) or as a single day (Y)
extended_trip_company_factor	75	Percentage factor applied to meals and lodging allowance for days in an extended trip (percent) for company rates
extended_trip_days	29	Number of days at or over which the extended trip rules apply (integer)
extended_trip_domestic_comp_amount	202	The company allowance amount for an extended domestic trip.

Name	Value	Description
intl_high_hours	12	Minimum hours for a partial day at an international location to qualify for a full travel allowance; must be greater than intl_low_hours hours (integer between 0 and 23)
intl_high_meals_rate_govt	400	High meals rate for international locations specified in Norwegian Krone (NOK) for government rates
intl_low_hours	6	Minimum hours for a partial day at an international location to qualify for a partial travel allowance; must be less than intl_high_hours (integer between 0 and 23)
intl_low_meals_rate_govt	200	Low meals rate for international locations specified in Norwegian Krone (NOK) for government rates
intl_meals_factor	50	Percentage factor applied to meals allowance for a partial day at an international location (percent)
multi_day_partial_day_threshold	6	Partial days of travel for multi-day trip; when travel hours are equal to or greater than this value, the days allowance is 100%
multiday_partial_trip_new_rules	Y	Applies the Norway 22nd of June 2018 legal changes to per diems
pay_partial_day_incidental	Y	Enable the payment of the incidental allowance on a day where all three meals are provided on a day where the user was entitled to a 100% allowance
single_day_breakfast_deduction	156	Amount of breakfast deduction used for a provided breakfast for a single-day domestic trip
single_day_dinner_deduction	390	Amount of dinner deduction used for a provided dinner for a single-day domestic trip
single_day_high_hours	12	Minimum hours for a single day at a domestic location to qualify for the high meals allowance; must be greater than single_day_mid_hours (integer between 0 and 23)
single_day_high_meals_rate	570	Single day high meals rate for domestic locations specified in Norwegian Krone (NOK)
single_day_low_hours	6	Minimum hours for a single day at a domestic location to qualify for the low meals allowance; must be less than single_day_mid_hours (integer between 0 and 23)
single_day_low_meals_rate	307	Single day low meals rate for domestic locations specified in Norwegian Krone (NOK)

Name	Value	Description
single_day_lunch_deduction	234	Amount of lunch deduction used for a provided lunch for a single-day domestic trip
single_day_trip_uses_time_bands	N	Enable use of time bands for single-day meals allowance
use_single_day_deduction_constants	N	Enable use of single-day domestic trip meals deductions
use_trip_type_entry_field	N	Enable use of the trip type so that this value is set by the application for each travel allowance expense **NOTE:** This feature also requires that the site setting for TRAVEL_ALLOWANCE/TRIP_TYPE_FIELD be configured to identify the custom field used for this information.

The following properties may be present in the system but are not used for Concur Travel & Expense:

Name	Value	Description
international_breakfast_limit	60	deprecated
single_day_mid_hours	9	deprecated
single_day_mid_meals_rate	200	deprecated
use_prorated_deductions	N	deprecated
use_prorated_deductions_domestic	N	deprecated
extended_trip_domestic_govt_amount	202	deprecated
extended_trip_factor	75	deprecated
extended_trip_govt_factor	75	deprecated

Chapter 5: Configuration Options

These country-specific configuration options are presented in the same order and with the same record type (trx_type) numbers as in the client-facing *Travel Allowance Import* chapter of the client-facing *Concur Expense - Import and Extract File Specifications*.

SettingsImporter (trx_type 100)

The calc_method_code = NORWEGIAN.

NOTE: If using the Lodging Type to determine the meals allowance amount, this calculation method requires use of Version 2 of the standard travel allowance import (concur-standard_V2).

The rate_feed_time_bands field must be blank.

Travel Allowance *REQUIRED* Rates	
The settings below for the 100 record represent the *typical* settings for Norway and must be reviewed to ensure they are correct for a given client's needs.	
lodging_rate_required	Y
overnight_rate_required	Y (may be set to N if overnight is not used)
meals_rate_required	Y
incidentals_rate_required	N
breakfast_deduction_required	Y
lunch_deduction_required	Y
dinner_deduction_required	Y
breakfast_bik_deduction_required	N
lunch_bik_deduction_required	N
dinner_bik_deduction_required	N
custom_rate_required	Y if using separate rates for domestic fixed and reimbursable lodging N if using the same rate for domestic fixed and reimbursable lodging (See additional information for Trx_Type 300)
custom2_required	Y (may be set to N if lodging type is not used to determine the meals allowance)
custom3_required	Y (may be set to N if lodging type is not used to determine the meals allowance)

TimeBandRateImporter (trx_type 200)

Not used by Norwegian rules unless using option 2 for single-day trip reimbursement.

If option 2 is used, then time bands must be loaded for all domestic locations. Foreign locations do not require time bands to be loaded.

RateImporter (trx_type 300)

The lodging_rate, overnight_rate, and the meals_rate are all required. If incidentals allowance is added to the meals when all meals are provided, the incidentals_amount must also be provided in the rate record.

Special rules may be used for domestic lodging to support separate rates for fixed lodging (no receipt) and reimbursable lodging (receipt). To use these rules, the lodging_rate field must contain the domestic fixed lodging allowance rate while the custom_rate field must contain the domestic reimbursable lodging rate.

Special rules may be used to provide a reduced meals allowance based on lodging type. The use of Lodging Type is set on the travel allowance configuration (500 record). To use this setting, the custom2 rate must contain the meals allowance for lodging type *Other* without cooking and custom3 rate must contain the meals allowance for lodging type *Other* with cooking.

ExpiredRateImporter (trx_type 310)

There are no special requirements for this country.

RateLocationMapImporter (trx_type 400)

There are no special requirements for this country.

ConfigImporter (trx_type 500)

After the initial import, the configuration can be modified via import or using **Administration** > **Expense** > **Travel Allowance** (left menu), on the **Configurations** tab.

The table below describes the options specific to this country. Note the following:

- The field descriptions are not shown here. Refer to the *Expense: Travel Allowance Setup Guide*.

- The **Field** column below shows the field name as it appears and in the same order as on the **Modify Travel Allowance Configuration** page in **Administration** > **Expense** > **Travel Allowance** (left menu), on the **Configurations** tab as well as in the *Expense: Travel Allowance Setup Guide*.

Field	Country Specific Notes
General Options	
Configuration Name	Client preference
Configuration Code	Client preference

Field	Country Specific Notes
Calculation Method Code	As described in the *SettingsImporter (trx_type 100)* section of this guide
Rate Feed Code	Set based on client preferences
Government and Company Rates Types	Typical setting is *Government*
External URL	Optional link to open a new browser window displaying this site
External URL's text	Text label to display for the optional URL link
Meals Type Lodging Type	Typical Norwegian settings are *Fixed* for meals and *None* for lodging
Display Wizard	Set based on client preferences Typical setting is Always
Wizard Prompt Text	Optional text for the display wizard prompt to the user, when Display Wizard is set to Prompt. This will be used in place of the standard Concur text.
Same Day	The Norwegian government specifies *Separate*; *None* is also allowed
Exchange Rate Day	Default is *Expense Day*; change if requested by the client
Over Limit Distribution Method	Default is *Prorate over all expenses*; change if requested by the client
Single Row Itinerary Check	Activates a system audit rule that prevents the submission of an itinerary with only one row
Use Overnight	Typical setting is Yes (check box selected)
Use System Exception	Set based on client preferences
User Entry of Extended Trip	Typical setting is No (check box cleared)
Display Quick Itinerary Wizard	Set based on client preferences
Rate Options	
Combine Meals and Lodging Rates	Typical setting is No (check box cleared)
Display Base Meals Rate	Set based on client preferences
Display Base Meals Rate In Rate Currency	(Feature not yet available)
Display Company and Government Limit Comparison	Set based on client preferences
User Entry of Rate Location	Typical setting is No (check box cleared)
Meals Options	
Meals Deduction List	Typical setting is Not Used

Field	Country Specific Notes
Deduct for Provided Meals - Breakfast Deduct for Provided Meals - Lunch Deduct for Provided Meals - Dinner	Typical setting is Yes (check box selected)
Default Breakfast to Provided	Typical setting is Yes (check box selected)
Default Lunch to Provided	Set based on client preferences
Default Dinner to Provided	Set based on client preferences
Itemize Fixed Meals	Typical setting is No (check box cleared)
Country-specific Options	
Use Border Cross Time	***Must*** be set to No (check box cleared); not supported for Norwegian rules
Use Lodging Type	Typical setting is Yes (check box selected)
Use Percent Rule	***Must*** be set to No (check box cleared); not supported for Norwegian rules
Use Short Distance	***Must*** be set to No (check box cleared); not supported for Norwegian rules
Use Address List	Set based on client preferences To pay an allowance even when that allowance is considered a taxable benefit, set to Yes (check box selected); otherwise, to pay no allowance when that allowance would be deemed taxable, do not select (check box cleared) this option.
Use Trip Length List	***Must*** be set to No (check box cleared); not supported for Norwegian rules
User Entry of Breakfast Amount	***Must*** be set to No (check box cleared); not supported for Norwegian rules
User Entry of Meals Amount	***Must*** be set to No (check box cleared); not supported for Norwegian rules
User Entry of Within Municipality	***Must*** be set to No (check box cleared); not supported for Norwegian rules
Create itinerary rows based on air	Set based on client preferences

ConfigMapImporter (trx_type 600)

There are no special requirements for this country.

DeductPercentImporter (trx_type 700)

For Norwegian rules, set according to the following:

Record 1 applies to *foreign* locations:

- calc_method_code – set to NORWEGIAN

- domestic - N

- breakfast_deduction_pct – set to 20

- lunch_deduction_pct – set to 30

- dinner_deduction_pct – set to 50

- All other fields must be left blank.

Record 2 applies to *domestic* locations:

- calc_method_code – set to NORWEGIAN

- domestic - Y

- breakfast_deduction_pct – set to 20

- lunch_deduction_pct – set to 30

- dinner_deduction_pct – set to 50

- All other fields must be left blank.

Note that the percentages in this information represent the example data provided in the section *Provided Meals* and should always be verified against current Norwegian regulations.

DeductAmountImporter (trx_type 800)

Not used for Norway based on the regulatory changes effective May 1, 2008.

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