

Travel and Payment information for the International Adjudicators:

Travel:

As per The Norwegian Dance Federation's guidelines for business travel, all travel must be the most cost-effective option.

Therefore, the journey must be carried out in the most reasonable possible way in economy class for train and air travel or other means of transport in the cheapest way - but so that the travel time is not unreasonably long. We do not have the opportunity to book a flight based on the choice of loyalty programs unless this is the most affordable option.

If you want a more expensive alternative, you must explicitly state this in your acceptance of the invitation and cover the increased cost yourself.

Booking a trip:

All travel bookings are arranged by The Norwegian Dance Federation's dedicated travel management company Berg-Hansen Vestfold, a CWT affiliate partner.

The booking confirmation and itinerary will be sent to you directly by e-mail from Berg-Hansen.

If you for any reason should want to amend the booking after the booking is confirmed, any additional costs this entails will be charged to you. The Norwegian Dance Federation is not responsible for other costs other than those specified.

As soon as possible send an e-mail to dommerkomite.sportsdans@dansing.no should you have preferences for travel (plane, train, own car) and travel times.

If there are circumstances our travel agency should take into account when booking your trip, please advise us in advance by sending an e-mail to the above address.

Payment:

The fee for adjudicators with a valid international adjudicator's license is **EUR 250.00 per day**.

The payment will be made only by bank transfer.

Invoices and any refund claims must be sent electronically in PDF-format within 14 days of completion of the engagement.

If you cannot issue an invoice through a company or as a registered self-employed in your home country, you can receive your payment as an employee, income tax in your home country may vary from the Norwegian rules and, the fee may be subject to taxation in your home country.

Please choose between 2 options below:

Option 1:

Information if you wish to send an invoice through a company or registered as a self-employed:

Invoices must be sent electronically in **PDF** format to 971483911@autoinvoice.no

Address:

The Norwegian Dance Federation Org. Nr. 971483911
Postboks 5000, 0840 Oslo, Norway

Invoice must be marked with the project number: 30-54037

Option 2:

Information if you wish to receive your payment as an employee:

A photocopy of the picture page of your Passport or EU approved ID card and a payment form must be provided with the following information:

- Full Name
- Full address
- Social security number
- Bank account number
- IBAN
- SWIFT
- E-mail address
- Project number

Payment form:

<https://www.danseforbundet.no/Dokumenter/Skjema%20og%20rapporter/Rapport%20og%20skjemabank/Payment-form.pdf>

Please mark your form with project number: **30-54037**

and send the completed form and copy of your passport/ID to:
dommerkomite.sportsdans@dansing.no