



TRAVEL AND EXPENSES REGULATION

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Contents

Article 1 – Objectives and definitions

Article 2 – Scope of application

Article 3 – Claimant eligibility

Article 4 – Request for authorisation

Article 5 – Payment of reimbursement

Article 6 – Duration

Article 7 – Expenditure eligible for reimbursement

Article 8 – Travel expense budget

Article 9 – Requirements for supporting documents

Article 10 – Means of transport

Article 11 – Reimbursement of travel costs

Article 12 – Reimbursement of food and accommodation expenses

Article 13 – Loss of expense documents

Article 14 – Reimbursement of registration fees for conferences, congresses, seminars and courses

Article 15 – Travel for work purposes abroad

Article 16 – Payment in advance

Article 17 – Reimbursement of expenses for transfers between different University locations

Article 18 – Escape clause

Article 19 – Transitional and final rules

Article 20 – Entry into force



Article 1 – Objectives and definitions

1. This Regulation establishes the procedures and travel expense allowances for activities conducted on behalf of the University of Trieste (herein after the University), such as institutional tasks, training initiatives, research, and/or activities related to the 'third mission' with which University is involved or which it promotes.
2. Travel for work purposes (*missione* or *trasferta di lavoro*) is considered as a service activity performed in the interest of the University and in line with the University's goals.
3. This Regulation adheres to the principles of cost-effectiveness and cost containment.

Article 2 – Scope of application

1. An activity shall be considered as travel for work purposes if it is performed outside the municipality of the usual workplace or more than 10km outside the municipal border of the claimant's place of usual residence (*dimora abituale*). This applies to activities carried out in national or foreign territory.
2. Generally, the place of departure shall be taken as the municipality in which the usual workplace is located. Alternatively, the municipality in which the claimant is usually resident is also eligible as a place of departure, provided that it is closer to the travel destination and departure from the employee's residence does not entail additional charges for the University. The distance travelled is therefore calculated using the place of departure nearest to the destination. Travel costs shall not be reimbursed if the destination is the claimant's habitual residence.
3. For members of staff on study, research or sabbatical leave who are authorised to claim expenses for travel for work purposes, the place of departure shall be considered the place where they are conducting their study or research activities while on leave (occasional residence – *dimora occasionale*). The same provision applies to permanent staff temporarily assigned to other public bodies.
4. Even in the case of assignments of several days, members of staff travelling for work are required to return daily to their usual place of employment if travel to the destination is possible using public transport within 90 minutes. If public transport is not a viable option, staff may use their private vehicles to ensure greater cost-effectiveness. They may also use a private vehicle if fulfilling their scheduled institutional commitments is incompatible with the use of timetabled public transport. In any case, travel for work purposes must follow the shortest or most cost-effective route for both the outward journey and the return journey back to the usual workplace.

Article 3 – Claimant eligibility

1. Travel for work purposes can be conducted by:
 - a) employees of the University and permanent staff officially recognised as equivalent to University employees:
 - teaching and research staff (including those with fixed-term contracts and those on study, research or sabbatical leave);
 - Director General and managers;



- technical and administrative staff (with permanent or fixed-term contracts), including technicians
 - language assistants (with permanent or fixed-term contracts);
 - research assistants, recipients of scholarships or research grants;
 - students enrolled in Bachelor's, Master's, PhD or postgraduate degrees who are also members of collegial bodies of the University and its departments as stipulated for in University regulations or who have been formally appointed to carry out an activity in the interests of the University. Eligible students may be enrolled in a course held by either the University of Trieste or by the University of Trieste in conjunction with its partner universities;
 - staff of Italian or foreign universities and experts identified by the University as contributing to teaching, research, or other University objectives;
 - members of a selection committee or interview panel for public job openings, and members of a board of examiners;
 - external members of internal statutory bodies stipulated for in University regulations;
- b) staff who can only claim reimbursement of expenses in accordance with the procedures and allowances established in the present Regulation include:
- retired professors or researchers working on non-stipendiary assignments which contribute to the completion of their research activity;
 - external collaborators with whom there is a formalised relationship (teaching and research fellows), provided that the agreed collaboration fee does not already cover travel costs or other expenditure relevant to their assignment;
 - invited subjects formally included in research programmes and conventions (occasional teaching and research collaborators – be they stipendiary or non-stipendiary), with costs allocated to the relevant funds (projects);
 - invited speakers and guests at congresses, symposia, lectures and seminars (occasional collaborators, lecturers)
 - carers, service companions, and any other individual providing assistance to a disabled individual (only eligible for reimbursement of expenses in Italy or abroad in line with the criteria established by law for the disabled person).

Article 4 – Request for authorisation

1. All travel for work purposes must be authorised in advance.
2. Authorisation for an activity requiring travel is granted by the Head of the structure to which the claimant belongs or, in the case of external claimants, by the Head of the most relevant structure. Nevertheless, expenses are subject to the discretion of the person in charge of the structure's budget on the basis of the funds available and the relevance of the activity which requires travel to the purposes for which those funds were allocated. This applies without prejudice to the provisions contained in paragraph 4 below.
3. Specifically, authorisation for travel is granted, including by electronic means, by:



a) the Rector, in the case of anyone (University employees – teaching, research, and technical and administrative staff – and permanent staff officially recognised as equivalent to them) representing the University, namely:

- Vice-Rector,
- Deputy Rectors for major areas,
- Deputy Rectors for minor areas,
- Rector's collaborators,
- Heads of Department,
- members of the Evaluation Unit,
- members of the Board of Auditors,
- University Ombudsman,
- members of the Equal Opportunities Committee,
- members of the Quality Assurance Authority,
- members of the Rector's Staff Units;

b) by the head of department for: professors, researchers, technical and administrative staff, language assistants and all persons included in research groups belonging to the department;

c) by the Director General for: division managers, heads of staff units under the Rector and the Director General;

d) by the head of the relevant organisational unit or division manager for heads of branches and all other technical and administrative staff within the University Administration;

e) by the relevant division manager or head of the relevant structure for all other individuals listed in detail in the previous article, point b. For members of a selection committee or interview panel for public job openings, or members of a board of examiners, the appointment decree issued by the University of Trieste shall be accompanied by the preliminary authorisation for travel for work purposes. Authorisation shall also be requested and must be granted by the individual's institution.

4. Subject to the discretion of the person in charge of the relevant budget, travel using public transport in the exercise of their respective institutional functions is not subject to authorisation for:

- Rector,
- Head of Department,
- Director General.

5. In the case of travel between different University campuses (for work-related activities, meetings of collegial organs, task forces, boards of experts and any other meetings) a single cumulative request for authorisation for the entire duration of the assignment can be made. This request should be accompanied by a list of the scheduled lessons and/or meetings.

6. The request for travel authorisation must be filled in and sent by the applicant at least seven working days before departure. In urgent cases, the request can be sent later but, in any case, it must be sent before the start of the transfer itself.



7. The request must be sent using a specific form that can be downloaded from the University Intranet (www.units.it/intra) or filled in online.
8. The applicant is responsible for filling in the authorisation form and making relevant claims for reimbursement of expenses. Authorisation of travel shall not automatically lead to the payment of the relevant expenses in the case of a breach in the provisions of this Regulation.
9. The use of 'extraordinary' means of transport (private or rented vehicles, taxis) must be requested, specifying the reason(s) it is required. This request must also be specifically authorised by the Manager or head of the relevant structure.

Article 5 – Payment of reimbursement

1. Upon return from travel, claimants must send/deliver all documents promptly. As a rule, this should be done within 30 working days of return. In exceptional cases a later deadline may be accepted.
2. Reimbursement of expenses will be processed once the claimant has filled in and signed the relevant form that can be found on the University Intranet (www.units.it/intra).
3. Reimbursement of expenses is based on the documents provided by the claimant and is subject to the compliance with the requirements laid down in these Regulation.
4. For reimbursements of expenses in foreign currency (transport, meals, accommodation, etc.), as a rule, the official exchange rate of the day on which the expenses were incurred shall be applied. Alternatively, if duly documented with reference to travel plans, the exchange rate at the time the claimant purchased the foreign currency may be applied.
5. If travel is cancelled because of work-related, health or other serious reasons, the costs incurred may be reimbursed, upon presentation of the relevant documents (e.g. medical certificate, or other documents). Reimbursement of expenses can only be effectuated if it has not been possible to obtain a refund from the service provider. If the service provider only offers a partial refund, the University shall normally reimburse the claimant the difference.
6. Travel may be carried out within the framework of international research, mobility projects or activities financed by third parties with special provisions for reimbursement of expenses. In these cases, if higher or different travel expenditure allowances apply, the rules provided for in the regulations of the relevant funding body prevail. This is without prejudice to the application of Italian legislation on contributions and taxes.
7. Teaching and research staff who are on leave may be authorised to carry out exclusive scientific research activities. If they are in possession of funding themselves or if they are formally included in a relevant research group, they may claim reimbursement for travel expenses for participation in conferences and seminars. They may also claim reimbursement for any registration fees provided that the conference is directly related to the aims of research project(s) financed through the related funds. In these cases, the place of departure and arrival shall be taken as the institution where the member of staff is taking leave. Accommodation costs shall not be reimbursed in the vicinity of the host institution during a period of leave (see also Article 2 (3)).



Article 6 – Duration

1. The claimant may travel to the event (course, conference, meeting, committee, etc.) no earlier than the day before it is scheduled to start. The return journey may be made not later than the day after the event. Exceptions are made for intercontinental destinations.
2. The duration of the trip shall be calculated using the time of departure from the place of employment (i.e. the municipality of the claimant's workplace) and the time of return to the same place. Applicants may depart from or arrive in the place of their habitual residence if it is closer to the travel destination and if this does not result in additional expenses for the University.
3. The claimant is still eligible for the reimbursement of travel expenses if the work trip has to be extended due to personal reasons – either before the start or after the end of the activity. The reimbursement of such expenses is subject to the submission of supporting documentation proving that this comes at no additional expense to the University. If changing the dates of travel to extend the duration of a trip is more expensive, only the original cost shall be reimbursed. The claimant is responsible for insurance costs and any other expenses incurred during any additional days taken before or after the activity.
4. According to the law, activities of less than 4 hours do not fall under the remit of travel for work purposes. Nevertheless, travel expenses shall be reimbursed (see also Article 2 (4)).
5. In the case of extended stays in the same location, expenses shall be reimbursed for up to a maximum of 240 consecutive days for national transfers and 180 consecutive days for transfers abroad.

Article 7 – Expenditure eligible for reimbursement

1. All costs incurred during travel for work must be duly documented in accordance with the procedure laid down in Article 9 below. The costs eligible for reimbursement are:
 - a) Travel and transport: travel and transport expenses cover the use of scheduled public transport, university vehicles or 'extraordinary' means of transport, such as taxis, private or rented vehicles. The costs include parking fees and toll charges as long as they are duly documented and functional to the public interest of the trip.
 - b) Food: food costs relate to meals, snacks and drinks within the permitted daily allowances (the use of a mini bar is considered a snack – see Article 12(1)).
 - c) Accommodation: accommodation costs may include breakfast, the cost of the accommodation itself, and any other relevant, additional charges.
2. Depending on the duration of the transfer, different kinds of costs may be eligible for reimbursement:
 - for trips of less than 6 hours, only travel expenses are eligible for reimbursement (see Articles 2(4) and 6(4));
 - for trips of 6 to 12 hours, the claimant may request reimbursement for travel expenses, one meal and, if duly documented, any other minor expenses provided for in this Regulation (see Article 8);
 - for transfers of more than 12 hours, in addition to travel expenses, the claimant may request reimbursement for two daily meals, expenses incurred because of an overnight stay if necessary,



and, if duly documented, any other minor expenses provided for in these Regulation (see Article 8).

Article 8 – Travel expense budget

1. The reimbursement of the costs incurred shall be determined exclusively on the basis of the documents provided by the applicant. The following items (group A) are eligible:

- travel,
- life insurance for the use of air transport,
- food,
- accommodation.

In addition, other minor costs may be reimbursed (group B) if clearly documented by the applicant:

- a service charge when included automatically in the receipt (printed in it and not added manually),
- banking fees related to expenses during travel or work trip,
- customs duties that could not be included in an invoice, where related to the shipment of equipment abroad,
- Internet and mobile phone connections if a formal declaration is included stating they were used for work purposes,
- laundry costs, in the case of extended trips or stays (lasting more than seven days).

The following costs (group C) cannot be reimbursed under any circumstances:

- insurance policies covering travel cancellation,
- fines and penalties,
- gifts and luxury expenses.
- newspapers and magazines,
- groceries NOT immediately consumable (only in the case of day trips),
- any other expenditure not strictly related to the travel or the work trip.

2. Reimbursement of expenses for travel, accommodation and life insurance for the use of air transport (group A) is not subject to taxation, regardless of the total amount (in compliance with the allowances of this Regulation). Reimbursement of minor expenses, where carefully documented (group B), is exempt from tax up to a daily amount of EUR 15.49 in Italy and EUR 25.82 abroad. Any amounts exceeding these limits increase the applicant's income and are subject to taxation in accordance with the tax legislation in force.

3. The attached tables (A1 and A2), which will be officially updated by the Board of Directors, contain the maximum limits for the reimbursement of expenses in Italy and abroad.



Article 9 – Requirements for supporting documents

1. The reimbursement of expenses is made upon submission of the unaltered, original documents (in either paper or electronic format, pursuant to Italian Legislative Decree No. 82/2005 and subsequent additions and amendments and of the Ministerial Decree of 7 December 2016). The documents must specify the type of expenditure and, as a rule, refer to the person entitled to reimbursement who incurred the cost while travelling.
2. Italian legislation states that electronic invoices issued to end consumers are made available to the consumer on the website of the Italian revenue agency (*Agenzia delle Entrate*). A copy of the invoice(s) is made available by the issuer to the customer. For the purposes of this Regulation, copies of the original electronic invoices will be considered sufficient for reimbursement.
3. The applicant may also submit till receipts (or commercial documents), full tax receipts (for retail businesses), and/or travel and transport documents from public transport. These documents are eligible even if they do not indicate the name of the claimant, provided that the cost was incurred during the work trip. This will be apparent from the date of issue or validation included on the receipt, ticket or commercial document.
4. In the case of online bookings and other similar services, supporting documents may be submitted for claiming reimbursement. Such documents should unequivocally indicate: the issuer of the document; the provider of the service; the type of service provided; the user and the date of use.
5. Where the supporting document is unclear because it is written in a foreign language or contains unfamiliar content, a duly signed, explanatory self-certification is required, stating the amount and the reason for the expenditure.
6. In the case of a single receipt for several subjects, all belonging to the University of Trieste and all authorised for the travel, the amount owed to each individual must be specified. If individual amounts are not specified, the total amount of the receipt shall be divided by the total number of people indicated in it. The original document should only be submitted once with the first request for reimbursement in the group and should specify the division of the total among participants in the work trip or activity.

Article 10 – Means of transport

1. The following shall be considered as 'ordinary' transport:
 - trains, subways, buses, planes, water-borne transport, other scheduled public transport,
 - vehicles belonging to the University,
 - vehicles for which the University has signed agreements or chauffeur service contracts.
2. Exceptionally, the following extraordinary means of transport may be used:

the applicant's or third parties' vehicles that the applicant is authorised to drive (e.g. family members' or rented vehicles),

 - taxis,
 - collective transport services, not in scheduled service,
 - car pooling.



3. The use of 'extraordinary' transport, including private vehicles, both for national and international transfers, is always subject to prior authorisation by the division manager or head of the relevant structure. Extraordinary transport shall only be authorised if one of the following conditions is fulfilled:

- the destination cannot be reached by 'ordinary' transport;
- there is an ongoing strike in the public transport sector;
- scheduled public transport is not compatible with the schedule of the activity to be carried out;
- lack of 'ordinary' transport to reach the place of departure and/or final destination;
- duly certified ambulatory difficulty;
- transportation of delicate and/or bulky materials and/or equipment that are essential for the activity;
- cost-effectiveness proved through a comparison with the total costs that would have been incurred (travel, possible overnight stay and food) if 'ordinary' transport were to be used instead. To this end, the claimant must submit any useful elements of comparison with their request.

Use of a private vehicle shall be permitted only if authorised by the head of the applicant's structure. The applicant must also submit a declaration exempting the University from any responsibility in relation to the use of the aforementioned means of transport. The applicant must also declare:

- the brand, model and license plate of the vehicle;
- that the vehicle complies with legislative requirements;
- that the vehicle is covered by third-party insurance and that the driver holds an appropriate, valid driving licence.

4. Reimbursement of costs incurred in the use of 'extraordinary' transport can be authorised retrospectively only in the event of a *force majeure*.

5. Claimants that are not University employees (teaching and research staff, personnel in charge of inspection tasks or with institutional roles related to verification and control tasks, or anyone, regardless of their role, who encounters objective obstacles or difficulties in the use of public transport), shall be entitled to a fuel allowance calculated on the basis of kilometres travelled and one fifth of the average cost of fuel in force in Italy at the time of travel. The claimant must declare the actual distance travelled or, alternatively, the number of kilometres calculated online (shorter route). Motorway tolls and parking costs may be reimbursed upon submission of the relevant supporting documents.

6. Employees of the University of Trieste and permanent staff officially recognised as equivalent to University employees (technical and administrative staff, including technicians, language assistants, managers and staff treated as such, i.e. research assistants, PhD students and students of specialist degree courses, recipients of research grants, formally appointed students, research and teaching fellows, occasional collaborators, and lecturers) are not normally allowed to use their own vehicles for travel for work purposes. If authorisation to use their own vehicle is granted in compliance with the conditions set out in paragraph 3, employees are entitled to a reimbursement equal to the cost of the train or bus ticket. The cost of the ticket must correspond to a relevant route and to an appropriate ticket type and class. This calculation shall be based on the lowest cost found using websites or another source. Motorway tolls and parking costs may also be reimbursed (in accordance with Article 12(6)), upon submission of the relevant supporting documents. Individuals authorised to use an 'extraordinary' vehicle for travel are, in any case, protected by accident insurance coverage.



7. If a private vehicle is shared by University employees and external staff, reimbursement will be granted exclusively to the driver of the vehicle. This includes any duly documented motorway tolls and parking cost – as set out in paragraphs 5 and 6 above. Passengers will not be reimbursed.

8. Pursuant to Article 8 of Italian Presidential Decree No 319/90, the University has specific insurance policies (accident and comprehensive insurances) for persons authorised to use their own private vehicle. These policies only cover the time strictly necessary for work-related travel.

Article 11 – Reimbursement of travel costs

1. The reimbursement for travel by train, air or water-borne transport is limited to the cost of the ticket in the class the claimant is entitled to (whenever this can be inferred from the ticket), according to the attached tables (A1 and A2). In any case, claims will be assessed in line with the principles of cost-effectiveness and cost containment. Reimbursement of a train ticket for a higher class is allowed upon proof of cost-effectiveness and the application of discounted fares.

2. In addition to the reimbursement of the travel ticket, the following costs shall also be reimbursed:

- compulsory additional charges;
- luggage storage;
- life insurance for air travel, subject to the presentation of a regular policy and as long as the policy's cover is limited to the employee's gross annual salary, including any occupational allowance or other pensionable allowance, multiplied by the coefficient 10 for cases of death or permanent disability;
- parking charges, up to EUR 20.00 per day;
- mandatory visas for entry in and/or transit through a foreign country;
- compulsory vaccinations;
- health insurance to cover medical, pharmaceutical and hospital expenses in non-EU countries, when mandatory, or strongly recommended.

3. Only documented expenses shall be reimbursed. The claimant must submit the original travel tickets, duly validated. Tickets should indicate price, date, travel class, place of departure and place of arrival.

4. In case of train, aeroplane and ferry or boat tickets, the claimant must also provide the relevant boarding passes. If the tickets were purchased on line, the applicant must print and submit the ticket with QR code (or the booking receipt) showing all the data identifying the traveller's identity, the route, the date of departure and the cost. If tickets were purchased from physical travel agencies or online, travel agency fees or other service-provider fees shall also be reimbursed.

5. If, during the transfer, the use of a rented vehicle becomes necessary, the rental invoice and the possible cost of the fuel, may be reimbursed, upon submission of a receipt.

6. Parking expenses may be reimbursed up to EUR 20.00 per day. This is possible for University vehicles, rented vehicles or private vehicles.



Article 12 – Reimbursement of food and accommodation expenses

1. Eligible expenses include:

- meals and/or snacks (including the use of the mini bar – see Art. 7(1));
- overnight stay at a hotel. In Italy, the claimant should use affiliated hotels where possible;
- accommodation in holiday homes or apartments for trips over ten days, if cheaper than an hotel. This is applicable in the case of travel both in Italy and abroad;
- booking fees (for hotels, B&Bs or apartments booked through online platforms), if specified in the invoice, receipt or other relevant document;
- tourist tax, if charged in the invoice or attached to the main overnight invoice.

2. Meals may be reimbursed only if eaten at: the final destination; the departure/arrival airports, train stations or ports; during travel (including meals eaten on board). The relevant stops should be consistent with the normal journey. This excludes airports, train stations and ports in the municipality of the claimant's habitual residence. Till receipts, full receipts or any other document with fiscal relevance must specify the kind of meal or food eaten. Expressions such as 'complete meal' or 'combo menu' are also acceptable. If the item on the receipt is unspecified (e.g. "Item No. 1" or similar), the receipt should show that it was issued by a food service provider. If the name of the issuer does not clearly state the nature of the service provided, any other document proving it (e.g. business card or official website) shall suffice. If the claimant: stayed in a holiday home or apartment; found themselves in exceptional or urgent circumstances; or had no alternative access to food service providers, expenses may be exceptionally reimbursed for food purchased in retail stores and directly consumed during the work-related trip. The receipt or other document must indicate the name of the business, the place, date and amount paid.

3. For travel in Italy, the applicant should use affiliated hotels whenever possible. If non-affiliated hotels are used instead:

- a. accommodation expenses may be reimbursed up to the lowest cost charged by affiliated hotels in the same location;
- b. If there are no affiliated hotels or if they are all full, the maximum allowances for reimbursement are established in Table A1 attached to this Regulation.

If a double room is booked, only the cost of a single room shall be reimbursed. In such cases, the cost of a single room must be specified in a declaration issued by the hotel itself. In case of discounted rates, a higher category than the one permitted by law is allowed, upon submission of documents proving cost-effectiveness.

4. Reimbursement can only be claimed upon submission of a valid receipt, invoice or other document having fiscal relevance that certifies the payment. In the case of online booking with a credit card, if it is not possible to obtain an invoice, receipt or any other fiscal documents, reimbursement can be claimed upon submission of the relevant confirmation showing all the necessary data (name of the user, dates of the stay, type of service provided, cost) together with a document proving the expense has been charged (bank account statement or similar).

5. In case of travel abroad, if the document proving the expense does not explicitly indicate the equivalence to the relevant Italian hotel category, such information shall be certified by the claimant.

6. If the participation in courses, seminars or conferences entails a discounted rate for the hotel where the course, seminar or conference is carried out, even if the hotel is of a higher category than



the one permitted by law, accommodation costs shall be reimbursed up to the maximum allowance listed in Tables A1 and A2.

7. If the transfer is made in a particularly disadvantaged areas, from a geographical point of view or because of the nature of the tasks to be carried out, and accommodation and food service providers are not available, upon specific written request, a daily flat-rate reimbursement can be claimed of EUR 20.66 per day. If the claimant does not opt for a flat-rate reimbursement, meals may be consumed in nearby places, on board trains or other means of transport, or during mandatory stops while waiting for connections to reach the final destination.

8. 'Particularly disadvantaged areas' are defined as:

- remote and isolated places;
- badly-connected places (public transport or roads);
- places which have been affected by devastation or natural disasters where personnel have travelled for the purposes of civil protection or social cooperation;
- places of war or humanitarian disaster.

9. Where more than one person is travelling, compensation and reimbursements shall be calculated in the most favourable way. The expense limits of the individual with the highest expense allowance shall be applicable for any other claimants, provided that they are required to carry out collaborative tasks. Such collaboration must be explicitly indicated both in the authorisation form and in the request for reimbursement.

Article 13 – Loss of expense documents

1. In case of loss of receipts or any other document having fiscal relevance, the expenses for meals, taxis or local public transports shall not be reimbursed. There shall be no exceptions.

2. In case of loss –or theft– of travel documents, the claimant can submit, for the purpose of reimbursement, a copy of their report to the police. The report must contain all the elements present in the original document (date, time, route, cost).

3. In case of loss of accommodation invoice, receipt or other document having fiscal relevance, the claimant can submit a true copy of the original document. Alternatively, a declaration shall suffice, in line with Article 47 et seq. of Italian Presidential Decree No. 445 of 28 December 2000 “Consolidated law on administrative documentation”.

Article 14 – Reimbursement of registration fees for conferences, congresses, seminars and courses

1. As a rule, the registration fees for conferences, congresses, seminars, training/refresher courses are paid directly by the University upon proper request by the applicant to attend the event.

2. Exceptionally, or where there is no other alternative, all registration fees incurred personally by the applicant shall be reimbursed. Reimbursement is subject to the submission of appropriate tax-related documentation issued in the name of the applicant. If the registration to the conference/congress/symposium is subject to the payment of the membership fee of the association



organising the event, the fee shall also be reimbursed, provided that such membership is in the interest of the University.

3. If the registration fee includes food and accommodation costs, this should be stated on the invoice or receipt issued by the organiser. No additional expenses shall be reimbursed for the meals and overnight stays already included within the registration fee.

4. If available, a copy of a certificate of participation must be attached to the request for reimbursement.

Article 15 – Travel for work purposes abroad

1. Reimbursement for travel abroad may be made providing a detailed break-down of documented expenses incurred or using a daily flat-rate. The applicant must indicate the chosen option in the relevant authorisation request.

a) If the claimant chooses to document their expenses, reimbursement can be claimed for:

- travel expenses,
- food (Table A2),
- accommodation.

Reimbursement can be also requested for:

- (urban and suburban) public transport;
- taxis between airports, stations and ports and the venue of the activity for which the travel was authorised. This is applicable in the case of travel both within and outside of national borders;
- taxi in the urban area of the final destination with a maximum daily limit of EUR 25.00, as provided by law;

b) If the claimant opts for flat-rate reimbursement:

- travel expenses (duly documented);
- flat-rate reimbursement only for trips lasting more than one day (including travel). The flat rate applies for every 24 hours of the trip (see Table A2).

If the claimant opts for flat-rate reimbursement, they cannot claim further reimbursement for the use of urban public transport or taxis. Travel expenses for suburban transport from and to the final destination are the only exception. Flat-rate reimbursement is not permitted if the accommodation has already been paid for by the claimant's home institution, by UE institutions or by foreign institutions. If the trip is extended by more than 12 hours, half the flat rate shall be reimbursed.

2. In the case of travel abroad for field research or training in areas of geopolitical risk, the applicant must fill in the 'Security Abroad' form (Annex 4 to these Regulations) with the request for authorisation for the trip (see Article 4(7)).



Article 16 – Payment in advance

1. For travel in Italy, applicants may request an advance of 75 % of the estimated cost of eligible expenditure (see Article 7(1)) as detailed in their request for authorisation (see Article 4(7)).
2. For transfers abroad, applicants may request either an advance for accommodation expenses (see documented reimbursement, Article 15(1)(a)), or an advance of travel expenses provided this does not exceed 75 % of the total expenses determined through Table A2 (flat-rate reimbursement, Article 15(1)(b)).
3. Such requests must be submitted at least 10 working days before departure, except in exceptional and urgent cases which must be duly documented.
4. Applicants who, after having received an advance for travel expenses, are unable to carry out the transfer, must promptly inform the relevant offices and return the amount received. This should usually be done within 15 working days of the scheduled departure.

Article 17 – Reimbursement of expenses for transfers between different University locations

1. In the case of official activities that must be carried out in two or more University locations, the applicant may request the reimbursement of travel expenses. Travel must be duly authorised and carried out using public transport or private vehicles, in accordance with the limits and rules of this Regulation.
2. For reimbursement of meals, please refer to the conditions set out in Table A1 (see Annex 1).

Article 18 – Escape clause

1. For all aspects not specifically governed by this Regulation, please refer to the legislation in force listed in Annex 5 of this Regulation (Annex 5).

Article 19 – Transitional and final rules

1. This Regulation may be updated after a new National Collective Labour Agreement comes into force for managers and non-manager staff.
2. The amounts and limits in the tables shall be automatically updated according to relevant legislative provisions issued after the entry into force of this Regulation.

Article 20 – Entry into force

1. This Regulation shall be issued by Rectoral decree and published on the University's website.
2. The Regulation shall only apply to travel for work purposes starting after the date of its entry into force.