Revenue stamp € 2.00(\*)

(\*) in case of an expense

reimbursement amount

greater than € 77.47

please check

**EXPENSE REIMBURSEMENT CLAIM FOR EXTERNAL PARTIES**

**ENGAGED IN DISSEMINATION ACTIVITIES**

The Undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

born in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

resident in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State/Province\_\_\_\_\_\_\_\_\_\_\_\_Street/Square

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

which is identified by the following identification document\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with regard to the dissemination activity described below:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

held in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**requests**

the reimbursement of the following expenses specified in the attached documents:

**travel** expenses for a total amount of € \_\_\_\_\_\_\_\_\_\_\_\_\_

relating to transportations made by [*please indicate mean of transport*]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [if they are made

using a personal mean of transport please indicate type, brand, model and supply (travelled km) of the vehicle. The

reimbursable expense refers only to the cost of the fuel reported on the expense documentation provided and

reparameterized according to the travelled kilometres based on the Italian Automobile Club (ACI) tables] :

on\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_and return Km.\_\_\_\_\_€\_\_\_\_\_\_\_\_

on\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_and return Km.\_\_\_\_\_€\_\_\_\_\_\_\_\_

food **expenses for** a total amount of € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

meal on\_\_\_\_\_\_\_\_\_\_\_ €\_\_\_\_\_\_\_\_\_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_

meal on\_\_\_\_\_\_\_\_\_\_\_ €\_\_\_\_\_\_\_\_\_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**accomodation** expenses for a total amount of € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

no. of nights\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_hotel + tourist tax € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Undersigned declares having stayed overnight in a \_\_\_\_\_\_\_\_\_\_ category hotel.

for a total amount of €\_\_\_\_\_\_\_\_\_\_

The Undersigned informs that in relation to the expense for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate type,

e.g. registration, hotel), the Undersigned has provided complete and not original receipt(s) showing every

essential element for proper reimbursement since the Undersigned used service that has been purchased

online. For this purpose, the Undersigned declares, under its own responsibility, that he did actually bear the above-

mentioned expense, **undertakes** not to request the related reimbursement to any third Party and furthermore

**undertakes** to deposit such amount, in the event that the document(s) concerned were to be considered not suitable

by the bodies responsible for the control over administrative and accounting regularity (Art.8, paragraph 2 Missoni

Regulation)

Along with its request, the Undersigned has to enclose the attendance certificate or any other document proving the

activity the Undersigned has carried out.

Moreover, the Undersigned declares, under its own responsibility,

□ that he did not collect and will not collect, in this respect, any other reimbursement of the above-mentioned expenses.

The Undersigned encloses the analytical documentation of the expenses to this claim.

The Undersigned requests to receive the amount due in accordance with the marked modality:

□ Bank Transfer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank

IBAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

payable to the Undersigned.

□ Foreign Money Transfer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank

IBAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIC or SWIFT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

payable to the Undersigned.

□ cashier's check (*this applies to payments up to € 999.99 (L. 214/2011*)

□ receipt of payment with direct collection nationwide at Unicredit Banca S.p.A. (*this applies to*

*payments up to € 999.99 (L. 214/2011*)

The Undersigned is aware that:

- the Undersigned is subject to the penalties laid down in the Italian Penal Code and in the special laws in this area in

case of making false statements, writing or using of false acts or showing of acts containing data which are untrue

(Art.76 **Presidential Decree** 445/2000);

- the Undersigned's benefits possibly arising from the provision issued on the biasis of a false statement will be revoked,

whether the untruthfullness of its statement would emerge from the investigation that has been carried out (Art. 71 and

75 **Presidential Decree** 445/2000).

Date of submission\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The Claimant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The data related to this claim should be dealt with in accordance with Title III, chapter I and II of the Legislative*

*Decree dated 30th of June of 2003 n. 196 (Code related to protection of personal data) and in accordance with the*

*Decree of the Rector n. 449/2004 (Regulation on the implementation of the code concerning the protection of personal*

*data owned by Università degli Studi di Firenze), for the sole purpose of fulfilling its obligations to which Università*

*degli Studi di Firenze is subjected.*

**Reserved for the Office**

The expense reimbursement for the amount of €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is authorised

DIRECTOR OF THE DEPARTMENT OF THE GRANTEE OF THE FUNDS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prof.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prof.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

updated to 20th of January of 2015