**MISSIONS AND EXPENDITURE REFUNDS VADE MECUM**

**Registrations to Congresses** : The invoice / receipt must be addressed to the participant, not to the Department

**Accommodation bills** must be addressed to those who benefit from the service; the room must be single or in case of a double room, the Hotel Keeper must insert in the invoice the following wording: "single use". Please, remember that in Italy there are different daily ceilings for professional qualifications and for the country of destination of the Mission, so, please contact the Secretary or consult the mission regulations on the University site. For abroad , different stars must be taken into account, depending on their professional qualifications, so please contact the Secretary or consult the Mission Regulations on the University site.

**In the case of B & B**, it is also possible to submit a tax or not tax invoice/receipt but, in both cases, it must be submitted with header and numbered ,with the name and surname of the person who benefits from the service ,who will place a stamp of € 2.00 if the amount is higher than € 77.47.

**In the case of booking services**,it is required to print ,in addition to the reservation and payment confirmation, also the invoice or receipt where the expenses ,incurred for lodging and agency fees ,must be detailed.

**In the case of longer stays** of more than 30 days with rent of apartments , it is necessary to submit the lease and invoice or receipt of payment.

**Receipts or meal invoices/bills** must be talking, i.e. indicate the type of consumption (coffee, first, second etc.). In the case of non-talking bills and with a statement of the person who carried out the mission, a maximum of € 10.00 may be refunded.

Please note that there are different daily ceilings for professional qualification and country of destination, so please contact the secretary or consult the mission regulations on the university site.

 It is not valid as a document the credit card receipt , it is necessary the one of the trader/operator.

Please note that in the case of long stays, tickets must not include charges that are not food expenses (no detergents, toothpaste, detergents, etc.)

**Air travel expenses** ,not allowed for business category, except for intercontinental travel: please, deliver tickets and boarding cards (no additional luggage costs are refundable except for stays of more than 30 days or bulky material transport and additional insurance)

**Train Travel expenses** : please, submit original tickets or print tickets purchased through websites.

**Travel expenses are reimbursable** if you go back and forth from / to the place of work; in case of departure and / or return to another place ,it is necessary to justify it and also show that the ticket price is equal to or lower.**In case of use of proper means** ,as per regulation (only for non-contracted structured staff,so teacher), if toll is paid, please deliver the ticket (which must be issued )or, in the case of telepass, please deliver the bank account statement with details of the toll payment.

 **Taxi Expenses** for daily urban in Italy are allowed with a maximum service of € 25,00, for suburban service the maximum daily allowed is € 90,00 (in this case,please enclose statement).

**ON THE DEPARTMENT WEB SITE YOU CAN FIND ALL THE FORMS**