



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

# TRAVEL: ADMINISTRATIVE INSTRUCTIONS

13th November 2017

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# **BEFORE DEPARTURE**

Make sure the authorization request will be approved by the funds responsible

- o Name and surname
- o Role (PhD Students, research fellow, professor, etc.)
- o Place
- o Departure and return date
- o **Scope of travel** supported by brochures, agenda, e-mail etc. in order to prove and motivate the travel
- o Means of transportation used
- o **Number or name of the fund used to finance the travel**

**NB. The authorization must be filled in even if the travel costs are covered by another organization, otherwise you do not have a travel insurance!**

# DURING THE TRAVEL

Keep all the documents above all BOARDING PASSES

**TIP: If you have the possibility start to complete the reimbursement request during the travel through the widget**

# AFTER THE TRAVEL

Fill in the travel reimbursement claim as soon as possible and deliver all the documents to the travel's office.

Monday-Friday 10.00-12.00 am Povo2 ground floor

# TRAVEL ADMINISTRATIVE AND FINANCIAL GUIDELINES

- o **Duration and distance:**
  - o maximum 240 days in Italy;
  - o maximum 180 consecutive days if abroad;
  - o if more than 30 days a special authorization of the “Head of the management center” is needed;
  - o the travel must last more than 4 hours, if you claim reimbursement of meals expenses;
  - o the destination of travel must be located at least 10 km away from the border of the municipality in which the work place is located.

# o **Departure and return:**

- o If the travel distance is less than 80 km or its duration is less than 90 minutes, the return to the place of work must be accomplished in the same day
- o In case the travel is extended the ticket price for a later return must be the most economically
- o If a travel ticket has to be changed and there is a penalty to pay to the travel agency, the reimbursement can be authorized only if the change is duly justified
- o In order to define the amount of the reimbursement, the location of work should be considered as the place of departure, or in alternative the home address if it is more economically convenient and if it is closer to the place of destination than the work place

## The following costs are subject to reimbursement:

- o **Meals.**
- o **Lodging expenses.**
- o Travel expenses upon subtravel of the original travel ticket, including electronic one.
- o **Highway toll tax**
- o **Exchange rate transaction fee**
- o **Health insurance** related to the travel
- o **Event registration fee**, please always indicate even if paid by the University credit card;
- o **Visa issuance fee;**
- o **Compulsory vaccination**
- o Phone and Internet expenses
- o Fuel cost for or rental means of transportation.

NB Parking fees and phone and internet expenses, medical expenses, visa fees and insurance costs: if the above categories of costs exceed € 15,49 per day each (in Italy) or € 25,82 abroad, they **will be subject to taxation;**

# The following costs cannot be reimbursed:

- o Passport renewal fee
- o Alcoholic beverages out of the meals
- o No-food market expenses
- o Flight cancellation insurance for low cost flight



# IMPORTANT NOTES

- o If the justifying documents are incomplete an explanatory declaration must be presented
- o If the justifying documents are in a foreign language, a translation done and signed by the beneficiary should be enclosed
- o Should the original justifying travel documents be missing, it is possible (only in exceptional cases) to reimburse the costs based on an substitutive declaration
- o **The bills must be stapled to a blank sheet of paper, divided by type and organized in a chronological order**

# ADVANCED PAYMENT

- Equal to the 75% of the estimated cost
- Not released for travel lasting less than 3 days
- The request will be processed only if allowance, travel and food costs are declared
- The request must be submitted at least one week before the departure
- The beneficiary of the advanced payment has to deliver all the travel documents within 30 days from the end of the travel
- It is always compulsory to fill in the reimbursement claim form and deliver it along with the supporting documents to the travels office.

# TRAVELS THAT DID NOT TAKE PLACE

- o Serious health issues or work reasons, duly justified
- o Unused and non-reimbursable train tickets, that are still valid should be submitted to the administration offices
- o If the dates of the travel tickets booked through the travel agency have to be changed, it is compulsory to communicate and justify the change.

# LODGING AND TRAINS LIMITS

ROLE	LODGING LIMITS		TRAIN Class - nights	MEALS	
	Italy	Abroad		Italy	Abroad
Full Professor					
Adjunct Professor					
Associate Professor					
Fixed-term associate Professor					
Manager					
Administrative, technical and linguistic staff (employees of the University) categories EP -CEL	€ 200,00	€ 250,00	1^ - WL - singolo	€ 80,00	€ 105,00
Assistant Professor, PHD student and fellow research					
Fixed-term Assistant Professor					
Administrative, technical and linguistic staff - B - C - D					

16/11/2017

*Direzione Pianificazione Amministrazione e Finanza*

# TRAVEL COSTS

- o **The ordinary transport is considered the principal means of transportation, only in special cases to use extraordinary means of transportation can be authorized.**
- o Taxi is considered an ordinary means of transportation only within the city or from the airport to the hotel or meeting location at max for Euro 30,00.

## **One of the following conditions is compulsory to justify the use of extraordinary means of transportation:**

- o If there is an economic convenience
- o When the travel location is not reached by railways or other ordinary means of transportation;
- o When there is a special working necessity and it is really important to reach quickly the destination or there is a work related need to come back to the University;
- o When bulky or fragile materials/tools need to be carried.

## ◦ ORDINARY TRANSPORT

- Private car for distance < 700km (return way)
- Train
- Plane
- Bus
- Ship
- University cars
- Public means of transport

## ◦ EXTRAORDINARY TRANSPORT

- Rental cars with kasko insurance
- Private car for distance > 700km (return way)

# DECLARATION FORM:

## ↳ Ulteriori dati

Il sottoscritto, reso edotto delle sanzioni penali previste dall'art. 76 del T.U. sulla documentazione amministrativa approvato con D.P.R. 28/12/2000 n. 445, nel caso di mendaci dichiarazioni, falsità negli atti, uso o esibizione di atti falsi o contenenti dati non più rispondenti a verità sotto la sua personale responsabilità

## DICHIARA INOLTRE

- di aver ricevuto un'anticipazione di: **0,00 Euro**
- di non essere in possesso di documentazione attestante l'oggetto della missione e in sostituzione della stessa dichiara:  
per:  
il giorno:  
dove si è svolta l'attività:  
*- che l'istituzione ospitante ha offerto*  
i pasti nei giorni:  
pernottamenti nei giorni:  
*- di aver effettuato una sosta intermedia non preventivamente autorizzata*  
luogo:  
dovuta a: **(causa non prevedibile)**
- di aver utilizzato il mezzo straordinario non preventivamente autorizzata  
mezzo:  
in quanto: **(causa non prevedibile)**
- che la missione si è svolta nell'ambito del programma finanziato e che tale accordo dispone che  
programma:  
disposizione accordo:  
- altro

## ↳ Spese sostenute

Esistono spese non sostenute direttamente (arriveranno fatture direttamente all'Ateneo)

16/11/2017

*Direzione Pianificazione Amministrazione e Finanza*

# EX. TRAVEL TICKETS (Boarding pass)

**Lufthansa** Member Plus

220 2335938657 ECONOMY 077  
 etix etkt etix etkt

**LUFTHANSA**  
 Name

**VCE** LH 3213 W 13SEP  
 Carrier Flight No. Class

**DUS** ETKT 220 2335938657  
 VCE  
 DUS

**LUFTHANSA**  
 Carrier Flight No./Class Date

**LH 3213 W 13SEP**

**9D** LH 3213 /077

**MAX 1 HANDGEPÄCK/HANDLUGGAGE**

ETKT No. FRA 39606

**016 1405 9D** NONSMOKER

Bitte bitten Sie, zur Boardingzeit am Gate zu sein, andernfalls kann Ihr Sitz anderweitig vergeben werden.  
 Please be at the gate at boarding time otherwise your seat may be given away.

**Lufthansa** Member Plus

220 2335938657 ECONOMY 029  
 etix etkt etix etkt

**LUFTHANSA**  
 Name

**DUS** LH 3024 S 13SEP  
 Carrier Flight No. Class

**WAW** ETKT 220 2335938657  
 DUS  
 WAW

**LUFTHANSA**  
 Carrier Flight No./Class Date

**LH 3024 S 13SEP**

**9C** LH 3024 /029

**MAX 1 HANDGEPÄCK/HANDLUGGAGE**

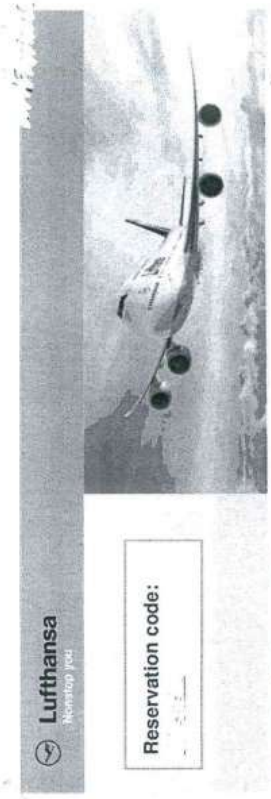
ETKT No. FRA 39606

**A91 1715 9C** NONSMOKER

Bitte bitten Sie, zur Boardingzeit am Gate zu sein, andernfalls kann Ihr Sitz anderweitig vergeben werden.  
 Please be at the gate at boarding time otherwise your seat may be given away.



# Ticket with the price



Reservation code:

## Ticket details & travel information

The payment for the following booking, which was made using the Secure your fare option, has successfully been completed. Your itinerary is now confirmed and you will not be charged any fee for using the Secure your fare service.

Travel dates for:  
 Ticket number:  
 efb29 Identification:

\* You have access to the passenger receipt by clicking the ticket number up to 30 days after commencement of travel.

## Your flight itinerary

Flight	Date	from	to	Departure	Arrival	Reservation
LH 3213 operated by: LUFTHANSA	13 September	VENICE IT MARCO POLO INTERNATIONAL AIRPOR	DUESSELDORF DE INTERNATIONAL AIRPOR	14:35 h	16:10 h	Economy Class (W) confirmed
LH 3024 operated by: EUROWINGS	13 September	DUESSELDORF DE INTERNATIONAL AIRPO	WARSAW PL FREDERIC CHOPIN	17:45 h	19:25 h	Economy Class (S) confirmed

Total Price of your Ticket		Taxes & Carrier Imposed Fees		Passengers		Total	
Price	235.00	+	95.77	x	1 Adult	EUR 330.77	
						Ticket Service Charge	EUR 5.00
						Total Price for all passengers	EUR 335.77

## Flight information

- An electronic ticket has been issued for you. Your boarding pass will be available at [lufthansa.com](http://lufthansa.com) from 23 hours prior to departure. For identification please have your booking reference and your Miles & More Credit Card or the credit card which has been used at the time of booking ready. Alternatively you can also go to the check-in terminals at the airport where you can also check in terminals at the airport. In case you should travel with an airline other than Lufthansa please check here or contact the respective carrier for the applicable check-in conditions.
- Please take note of the current [Lufthansa baggage allowance](#) included in your ticket price and the applicable [hand baggage regulations](#) prior to your departure.
- Lufthansa flight bookings do not require a reconfirmation after ticket purchase.
- Please check the applicable health and entry requirements.
- Your itinerary has changed? Most rebookings can be done online - for further information click [here](#). In order to proceed your rebooking, kindly click on your reservation code (which is located on top of this booking confirmation) or go to [My bookings](#) and enter your reservation code as well as your name.

# EX. TRAVEL DOCUMENTS (Train and shuttle tickets)

DB IC/EC Fahrkarte / Ticket  
 CIV 1080 Normalpreis

UMTAUSCH/ERSTATTUNG KOSTEN-  
 PFLICHTIG AB 1. GELTUNGSTAG

GÜLTIG / VALID: 08.12.13 - 08.12.13

VON / FROM	NACH / TO	KL / CL
Verona P. N.	Trento	2

VfA: Verona P. N. -> "Piacenza" Trento

Normalpreis

P.NA 03958040254 IVA 1: EUR\*\*16,00 10% = EUR\*\*\*1,45

Tab-F München

Preis/ Price:	EUR**16,00
BANZAMUNG	25
20446*128	00
08.12.13	15.17

BIGLIETTO ORDINARIO DI CORSA SEMPLICE

SERIE AEA 150230

AEROPORTO CAVULLO Valfrancesco

VERONA AIR TERMINAL

VALIDATE - Insert this direction

PROOF OF PAYMENT/TRANSFER

SU.DE.51 02:54P

NOT VALID FOR TRAVEL

TransLink  
 YVR - Airport  
 TVR73002  
 Sun 01 Dec 13 01:00PH

Fare Type: 2 ZONE  
 Purchase: 3 7.75  
 1 Adult

Purchased Amount: 7.75

TRANSACTION RECORD

Account: SKIPPED  
 Card Number: PURCHASE  
 Card Entry: \$ 7.75  
 Trans Type: 180390  
 Amount: 014703  
 Auth #: 00732  
 Sequence #: 00732  
 Terminal #: VVVVD-RVUPSK  
 Ref #:

TRANSACTION APPROVED

Transaction:

# EX. FOOD RECEIPTS

**Nuda Restaurant**  
SUITE B1 207 W. BRISTOL ST  
VANCOUVER BC

ERI DECEMBER 6, 2013  
CHECK #335014  
TABLE #7

5 Sharing menu 22 \$117.00  
1 Almaz \$7.50  
SUB-TOTAL \$124.50  
TAX \$6.03  
TOTAL \$130.53

Time: 21:45 5 CUSTOMERS

GST# R296037248

THANK YOU FOR JOINING US!

YOU HAVE BEEN SERVED  
BY: Seron

Autogrill Deutschland GmbH  
\*\*\*puro Gusto\*\*\*  
60549 Frankfurt am Main

428 Fr. Zaytouni

CHK 1057 08DEC.13 9:14

Take away

1 Espresso 2.60

0.42 = 19 X Bev BK 2.60

NET TIL 2.18

Summe 2.60

Zahlung ~~2.60~~

Barzahlung 2.60

Alle Beträge in EURO

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Guests:

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Umsatzsteuer ID: DE811416946

712113  
Ranzo  
Lunch

**EuroCafe**

200 ZOLAVER INT'L DEPOT  
PO BOX 32455  
RICHMOND, BC V7B1M2  
CANADA

STONE: 05627 BLDG: 003 ORCHER: AMBIT

DRSNO: WATER 39 ML 2.68 G

6117401 1 @ 2.59

Container Deposit .05 .04

Enviro Fee 0.00

SUBTOTAL 2.68

GST/PST TAX .13

TOTAL 2.81

AMOUNT TENDERTD 4.00

Cash

TOTAL PAYMENT 4.00

CHANGE 1.19

BST/PST TAX AMOUNTS

CODE 0015 TAXABLE

GST 5.0000 2.59

Transaction: 581974 12/7/13 12:18 PM

Comments: 612113 (800) 556-7711

or Email: comments@hudsonpar.com

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Colazione

Breakfast

16/11/2017

Direzione Pianificazione Amministrazione e Finanza

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Travel Office  
[missioni@unitn.it](mailto:missioni@unitn.it)

For information: