



POSITION OFFER: SPEAKER

NO. DOCUMENT _____ TYPE _____ YEAR _____

I, the undersigned, _____ working at the Centre responsible for reimbursements _____, intend to **offer** Prof/Dr/Mr/Mrs/Ms _____ job title _____ working for _____ with premises (indicate the town or city) _____ the position of **speaker** in his/her proven capacity as an expert in (indicate the subject) _____ for the seminar/conference _____

regarding research/project _____, that will be held at _____ from _____ to _____

The position is necessary because it has been established that it is not possible to use the human resources available within the university for the following reasons

- staff are currently working on other teaching and research activities;
- staff do not have the specific competence required for the work in question.

Regarding the position as speaker, the following is to be reimbursed:

- a lump sum payment gross of tax of € _____
- travel expenses paid directly by the University from _____ to _____ for the day(s) from _____ to _____ using (specify transport) _____ (using the Travel Agency _____ with which the University has an agreement as per the reservation email dated _____)
- travel expenses paid by the speaker him/herself from _____ to _____ for the day(s) from _____ to _____ using (specify transport) _____.
- If a private car was used indicate the model _____ and number plate _____.



- Overnight expenses paid directly by the University for no. _____ nights at (name of hotel) _____
_____ CIG(selection procedure identifying code) _____
- Overnight expenses paid by the speaker him/herself for no. _____ nights
- Meal expenses paid directly by the University at (name of restaurant) _____
CIG code _____
- Meal expenses paid directly by the speaker him/herself

Notes regarding the reimbursement:

date _____

signature _____

RESERVED FOR THE HEAD OF CENTRE

- The sum to be repaid is consistent with the nature, the quality and the duration of the work carried out _____
- The cost is to be paid by the Project/Centre _____

Seen and authorised *The Director/Dean*

The Head of the fund

date _____

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