



## 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:

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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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