REGULATIONS FOR BUSINESS TRIPS

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Art. 1 – Definition and purposes

1. This Regulation, based on the principles of economy, efficiency, effectiveness, proportionality and cost containment, governs the conduct of missions, the staff remuneration of the University of Trento (hereinafter "University") and the reimbursement of related expenses, including people from outside the University.
2. By mission or business trip is meant the performance of an official activity outside the ordinary place of work, both within the national territory and abroad, in the interest of the University.
3. By reimbursement of expenses is meant, in relation to the mission, the payment of costs actually incurred and documented analytically or recognized on a lump-sum basis as specified by this Regulation, as well as by the legislative and/or regulatory provisions applicable to the University and in force at the time of the mission.
4. The purposes of the mission must be consistent with the institutional aims of the University.

Art. 2 – Recipients

1. The mission/trip can be carried out by:
   a) tenured teaching staff, permanent and temporary researchers;
   b) technical and administrative staff, language assistants on permanent and temporary contracts;
   c) pre-role figures, such as holders of research contracts and post-doctoral fellows;
   d) holders of scholarships awarded by the University, PhD students, specialization students, fellowship holders and holders of research assignments;
   e) personnel with coordinated and continuous collaboration contracts;
   f) technical-administrative staff on secondment and personnel in civil service at the University, personnel with temporary supply contracts, unless otherwise agreed between the institutions involved or specified by specific contract discipline;
   g) students on a mission in the interest of the University, without prejudice to the application of the Regulation for study trips;

h) personnel from other Universities, including foreign ones or public administrations included in research programs, with the expenditure charged to the related funds;

i) non-employee personnel entrusted with technical tasks via a work contract or personnel with occasional or continuous self-employed work assignments;

j) non-employee personnel who, as research collaborators, are included in research programs, with the expenditure charged to the related funds;

k) external members of the University bodies, organizations, working or study groups, tender, competition or examination selection committees.

2. Personnel on leave or on suspension/sabbatical cannot be assigned to carry out missions. Exceptions are made for those who are on leave or authorized to carry out exclusive scientific activity and are also holders of research funds, or formally included in the relevant research group, for missions carried out within the scope of the research itself. In this case, the place where the trip starts and ends is the location of the institution.

3. Companions of people with disabilities are entitled to the same reimbursement of expenses recognized as the primary subject of the mission or trip.

4. For those who are invited as speakers to congresses, conferences or seminars organized by the University at its own premises or other venues identified by the University itself, the provisions of this Regulation apply regarding the reimbursement of expenses.

Art. 3 – Digitalization of procedures and supporting documents

1. The University is equipped with a suitable digitalized procedure for managing missions, digitalizing administrative flows and the relative supporting documentation.

2. The digitalized procedure adopted by the University allows for the digitalization of the supporting documentation of the expenses incurred by personnel on mission, for the purpose of recognizing the reimbursement.

3. The digitalized procedure mentioned in the previous paragraph constitutes the ordinary method for managing requests for authorization to carry out a mission by the subjects referred to in art. 2, submitting

the request for reimbursement of expenses and the relative supporting documents. Paper procedures are allowed exceptionally for individuals or activities that do not permit the use of the digital system.

4. Supporting paper documents of expenditure must be digitalized via scanning by the applicant and uploaded to the digitalized procedure in a format compatible with the University's digitalization system. The insertion of the document into the system guarantees, according to the conservation procedures provided by the relevant legislation, the immutability, integrity, authenticity and legitimacy of the documents.
5. The procedure mentioned in the previous paragraph ensures that the dematerialization and digital preservation of the supporting documents of the expenses incurred take place in compliance with current provisions, in particular Legislative Decree no. 82/2005 "Digital Administration Code (CAD)", Prime Minister's Decrees (D.P.C.M.) of 22/02/2013, 03/12/2013 and 13/11/2014, the Guidelines issued by the competent Authorities.
6. Digital documents representing the supporting evidence of mission expenses produced in analog form have the nature of non-unique original documents pursuant to art. 1, letter v) of the CAD, since it is possible to trace their content through other documents whose preservation is mandatory, even if held by third parties. The process of preserving these documents is completed with the insertion by the interested party of the scan/photograph or digital copy into the system for the digitalized procedure referred to in this article.
7. The interested party, within the terms provided for reporting, also takes care of transmitting the originals of the analog supporting documents of expenditure to the office in charge for archiving and conservation.

Art. 4 – Authorization

1. Authorization to carry out the mission must be requested and approved before the mission begins. It is the responsibility of the interested party to verify, before departure, that the request has been authorized.
2. The assignment and authorization to carry out the mission are granted by the Head of the Management Center, after verifying the exclusive interest of the University, the relevance between the object of the mission and the purposes for which the funds are allocated, the appropriateness and financial coverage.
3. For missions whose expenditure is charged to funds intended for the execution of research programs, the

assignment is conferred by the holder of the fund, who must ensure financial coverage of the expenditure; the conduct of the mission is however subject to the authorization of the Head of the Management Center.

4. The personnel referred to in article 2 are accredited and required to use the University's application for managing missions. Any external subjects not accredited to the application, including those referred to in article 2, shall use the tools and forms prepared by the University.
5. Suitable documentation certifying the object of the mission (e.g. invitation letter or email, convocation, agreement, appointment, flyer, brochure, poster or descriptive document), the destination(s) and the duration of the engagement must be attached to the request for authorization.
6. Authorization to carry out a mission does not automatically imply its liquidation, should the provisions of this Regulation not be respected.

Art. 5 – Advance payment of mission expenses

1. The advance payment of expenses is granted upon request of the interested party.
2. The personnel referred to in points a) to f) of art. 2 have the right to request an advance on the estimated cost for the mission regarding accommodation, travel and transport expenses paid by the interested party directly and not through an agency. The advance can be requested both for missions carried out in Italy and abroad with a duration exceeding 3 working days.
3. The advance is granted for an estimated expense of not less than euro 600,00. A maximum amount equal to 75% of the total requested can be paid, against an estimate of costs presented by the applicant. The estimate may be subject to verification and possibly redetermined in the event of objective inappropriateness.
4. The request for an advance must be made at the same time as the mission authorization, through the University application, at least 10 days before the start of the mission. The sum is paid in the week prior to departure.
5. Once the mission is completed, personnel who received the advance are required with the utmost promptness to formalize the request for liquidation on the application containing the documentation of the

expenses actually incurred, which must be sent in original within 30 days to the competent office for archiving.

6. In case the mission is not carried out, the advance must be returned or a recovery procedure activated, also through compensation.
7. If the advance payment exceeds the cost of the mission, the interested party must repay the excess amount within 15 days of being notified by the relevant Office.
8. It is forbidden to grant further advances to those who have not complied with the provisions of the preceding paragraphs 5, 6, 7.

Art. 6 – Duration of the mission, distance and place of departure

1. For the purposes of the mission, the place of service is considered the place of departure. Departure and/or return from or to the place of residence or another place are admissible if this, compared to the place of service, makes the reimbursement less burdensome for the University.
2. Reimbursement of mission expenses within the national territory cannot be paid for continuous missions in the same locality for a period exceeding 240 days. This limit is reduced to 180 days for missions carried out abroad.
3. When the duration of the mission exceeds 30 days or in any case affects the progress of the teaching activity that the interested party is required to perform while on mission, the authorization of the Head of the Management Center to teaching staff and researchers is subject to the opinion of the Board of the academic Structure to which they belong, which is responsible for measures aimed at ensuring regularity in the performance of the above activity.
4. When the duration of the mission of technical-administrative staff or managers exceeds 30 days, the approval of the Director General is required.
5. The minimum duration of missions within the national territory is fixed at 4 hours, provided that the mission location is at least 10 km away from the place of service. Missions lasting less than 4 hours entitle the person only to the reimbursement of travel expenses, where not precluded.
6. The duration of the mission is calculated from the hour of departure to the hour of return to the place of

service, or to the different place indicated and permitted in the cases referred to in the first paragraph of this article.

7. Travel between University locations situated in different municipalities entitles the person only to the reimbursement of travel expenses. The use of a private vehicle is permitted if the journey is made by at least three subjects authorized for the mission and/or its necessity or convenience is documented. Otherwise, the equivalent of an ordinary railway fare ticket or, for locations not served, of another public transport vehicle that may be usable will be paid.
8. If the destination is in the municipality of residence, no mission expenses are recognized, except for cases specifically regulated or authorized, in compliance with the regulations on tax matters and traceability of payments. Travel expenses with a stop in the municipality of residence and a different final destination are in any case reimbursable if documented and functional to the overall economic efficiency of the mission.
9. At the start of the mission, personnel are required to depart on the day on which the activities for which they are sent on mission begin. When departure and/or return on the same day is not possible due to distance, transport schedules or the schedules of the activity to be performed, the start of the mission can be brought forward to allow arrival at the mission location the day before the start of the activities, while the end of the mission can be postponed so that departure for return is the day after the end of the activities. In the case of extracontinental missions or with a time difference of more than six hours, departure is permitted up to two days before the event, to allow for the physical recovery of the applicant. This exceptional need must be indicated at the time of the mission authorization and, in this specific case, reimbursement may also be recognized for food and lodging expenses on those dates.
10. Without prejudice to the provisions of the preceding paragraph and/or events arising from causes of force majeure, in case of early departure or postponed return, no reimbursement of costs is allowed for the excess period, except for that relating to travel. To this end, it is the responsibility of the interested party to document the absence of additional costs for the University, based on an economic comparison of travel costs on different dates. The University will reimburse the lower cost. In the absence of documentation, however, reimbursement is not admissible. The request for authorization for the mission must be prepared in advance, specifying the days of extension of the mission for personal reasons and

indicating the entire period as the duration; for insurance purposes, the actual departure and return dates must be specified.

11. For missions of short distance from the place of service, there is an obligation of daily return to headquarters. Short distances are considered those less than 80 km or, alternatively, 90 minutes with the fastest means. An exception is made for personnel involved in organizing conferences, orientation initiatives or those involving the supervision of minors, or in other activities for which staying at the mission location is required or which end in the evening.
12. In the case of missions that involve participation in multiple events (e.g. a conference and a subsequent business meeting), it is normally necessary for them to be organized on consecutive days. Otherwise, during the authorization request phase, it will be the responsibility of the applicant to certify the University's interest in ensuring in-person participation in all the above events, to justify the further expenses for staying during the intermediate days.

Art. 7 – Reimbursement of expenses

1. The reimbursement of expenses must be expressly requested by the interested party by filling out the appropriate digital form in the University application. In the case of trips by external subjects or those not enabled to use the application, reimbursement is requested in an alternative mode, digitalized or paper.
2. Reimbursement of expenses takes place with priority upon presentation of digitalized supporting documents, free of alterations and such as to highlight the types of expenses and the reference to the person holding the right to reimbursement.
3. Documented expenses for missions and business trips are reimbursable relative to:

    a) travel and transport expenses, as provided for by art. 9.1;

    b) food expenses (art. 9.2);

    c) accommodation expenses (art. 9.3);

    d) insurance and visa expenses (art. 9.4);

    e) registration fees for courses, conferences and seminars (art. 9.5);

    f) other expenses (art. 9.6).

4. The Head of the Management Center or the Holder of the funds may establish, during the authorization phase, a maximum amount of reimbursable expenditure for each mission lower than what is provided for by this Regulation, depending on budget availability.
5. The economic treatment of reimbursement of mission expenses is determined by the following alternative methods, chosen by the interested party and to be applied for the entire duration of the mission:
   a) lump-sum method for food expenses and analytical method for other types of expense;
   b) analytical method for all types of expense.

   Expenses reimbursable with the analytical method are reimbursed exclusively if documented and attached to the University apply system.
6. The request for mission liquidation must be filled out even in the presence of only expenses incurred directly by the University.
7. The request for mission liquidation must be submitted within 30 days of return from the mission. Requests submitted beyond this deadline will not be taken into consideration, except for documented reasons approved by the Head of the Management Center.
8. If the expense documentation is lacking in data or required verifications, or is written in a foreign language, it is up to the interested party to provide the elements necessary for liquidation (date, amount, type of expense, place, etc.). For documentation in a foreign language, a translation must be provided that describes the expense items for which reimbursement is requested. To integrate the lacking documentation, a deadline of 15 days is assigned to the interested party, after which progress will be made based on the available documentation.
9. For reimbursements of expenses paid in foreign currency, the average exchange rate for the period in which the mission took place applies. Said exchange rate is taken from the website of the Italian Foreign Exchange Office. Reimbursement of expenses incurred for currency exchange is permitted up to a maximum of euro 15,00 within the same mission. In the case of expenses incurred with a personal credit card, the interested party has the option to request the amount directly in euro, attaching a copy of the credit card statement.
10. Only expenses incurred by the applicant that have not been subject to other reimbursements or all-

inclusive compensation, including from third parties, can be reimbursed. Reimbursement requests for expenses incurred by third parties are not allowed, except for specific cases duly authorized.

11. In case of loss or theft of original documentation, a formal report presented to the Public Safety Authority must be submitted.

Art. 8 – Maximum reimbursable expenditure limits

1. For missions in Italy, the following maximum limits are established:
   a) food expenses
      a.1) food expenses with a lump-sum reimbursement method, in the absence of accommodation expenses, euro 45,00 daily;
      a.2) food expenses with a lump-sum reimbursement method, in the presence of accommodation expenses, euro 30,00 daily;
   b) food expenses with an analytical reimbursement method, euro 100,00 per day;
   c) accommodation expenses, euro 200,00 per night.
2. For missions abroad, the following maximum limits are established:
   a) food expenses
      a.1) food expenses with a lump-sum reimbursement method, in the absence of accommodation expenses, euro 75,00 daily;
      a.2) food expenses with a lump-sum reimbursement method, in the presence of accommodation expenses, euro 50,00 daily;
   b) food expenses with an analytical reimbursement method: differentiated maximum limits by geographical area as per attached tables 1 and 2;
   c) accommodation expenses, euro 280,00 per night.
3. Should these limits not be respected, the expense is admissible provided that the cause or absence of alternatives is adequately justified and documented. In the absence of adequate justification, the expense exceeding the maximum amounts indicated above cannot be reimbursed and will remain the

responsibility of the applicant.

4. In the case of a mission funded by an external source, it is the responsibility of the individual concerned to ensure that the reimbursement method chosen is eligible under the funding entity's reporting rules.

Art. 9 – Types of expenses

Art. 9.1 – Travel and transport expenses

1. Travel expenses are those incurred for transfers necessary to reach the mission or trip location, for any movements during the mission and for the return.
2. Personnel sent on mission are required to evaluate the appropriateness of the means of transport used based on the purpose, route and specific situation, prioritizing the use of public transport and according to criteria of environmental sustainability, in compliance with the indications contained in the University's Plans and Guidelines.
3. Personnel sent on mission or trip are required, unless they have been authorized to use extraordinary means, to use ordinary means. University personnel sent on mission, if they intend to avail themselves of the support of a travel agency, are invited to contact agencies under agreement with the University, presenting the mission authorization.
4. The following are considered ordinary means:
   a) train;
   b) airplane: the use of a class higher than economy is permitted only for flights lasting more than 5 hours and transcontinental flights;
   c) other means in regular scheduled service (bus, tram, subway, ship, etc.);
   d) private vehicle, up to a maximum distance of 700 km (calculated on return journey);
   e) any University's vehicles and car sharing service;
   f) other urban and suburban public transportation;
   g) taxis:
      - for urban trips within the mission location;

- for travel related to the assignment within the Municipality where the employee is stationed;
- connections to and from the airport up to a maximum expense of euro 30,00 per way (where the use of the shuttle is not compatible) and in the night slot, from 22:00 to 06:00 in connections to and from the airport and urban center location of the mission.

5. The following are considered extraordinary means:

   a) rented vehicles, which must be regularly covered by Kasko insurance;

   b) private vehicle for distances exceeding 700 km.

6. The use of extraordinary means for missions both in Italy and abroad is always subject to prior authorization and the existence of at least one of the following conditions, explicitly declared and detailed:

   a) strike of ordinary means;

   b) mission or trip location not served by ordinary scheduled public transport;

   c) economic convenience for the University demonstrated by producing, by the interested party, a comparative table of expenses showing the economic advantage of using this means;

   d) a specific service requirement or the need to reach the location quickly or to return as soon as possible for institutional reasons;

   e) transport of delicate or bulky materials and/or instruments indispensable for carrying out the activity object of the mission or trip;

   f) incompatibility of ordinary means schedules with the requirements of the activity to be carried out off-site;

   g) duly certified health reasons.

   In the absence of the above requirements, an allowance equal to the cost of the appropriate train ticket for the relative route, calculated by the Office in charge of liquidation, is recognized.

7. Anyone granted authorization to use a private vehicle must state in the mission authorization request the registration number and model of the vehicle used, to activate the insurance cover provided for under article 8 of Presidential Decree 319/90. By submitting the mission authorization request, the applicant

certifies that the private vehicle has been properly maintained and is in good condition;

8. For the use of a private vehicle, a km reimbursement equal to one-fifth of the monthly average price of a liter of unleaded gasoline is due, as well as any highway toll. In the case of vehicles with different power supplies, electric or hybrid, reference can be made to other official parameters, where more economical for the University.
9. The interested party must indicate the number of kilometers traveled; the competent Office verifies the mileage using the website "Via Michelin" and choosing the fastest itinerary from the Municipality of departure to the Municipality of the mission location or departure airport. No additional expense for refueling is recognized.
10. Highway toll expense is reimbursed upon presentation of the relevant supporting document. In the case of an accident or breakdown, expenses for vehicle recovery can be reimbursed. Where a private vehicle fitted with an electronic payment system (Telepass or similar) is used, the invoice, receipt or copy of the account statement showing the date and time of travel, the route taken and the corresponding amount may be submitted in lieu of the motorway toll ticket; reimbursement will be granted solely for the section of the journey relating to the business trip.
11. The use of other hire vehicles must be limited to exceptional cases, and where these are the most sustainable, economical and/or practical means of reaching the destination. The user must ensure that insurance cover is in place for third-party liability, driver injury, direct damage and theft, provided by the owner or operator of the service. Such insurance cover is provided by the University for service bicycles, the use of which is permitted.
12. Reimbursement of travel expenses is granted, as a matter of priority, upon electronic submission of the original travel ticket. If the travel ticket does not show the price, the payment receipt must be attached, or a statement from the agency or the entity that issued the ticket. Reimbursement is permitted for air tickets purchased online upon presentation of a printout of the ticket. Reimbursement is also permitted for rail tickets purchased online (Ticketless service), provided the printout confirming the purchase is attached.
13. The following expenses are also allowed:
    a) a single compartment in a carriage with beds;

b) compulsory supplements;

c) seat reservation;

d) luggage storage (art. 9.6);

e) flight booking;

f) booking of hotel services through an agency;

g) if the flight ticket does not include free transport of any luggage (e.g. low-cost flights), reimbursement of the cost of one additional luggage besides the hand luggage is allowed. For flights in economy class, insurance expenses for flight cancellation and the cost for priority boarding are also allowed.

14. Personnel assigned to perform inspection tasks, technical inspections, or on-call service, even within the municipal territory where they have their place of work, are entitled to km reimbursement for the use of the authorized private vehicle. Where this reimbursement contributes to the formation of income, it is subject to taxation. Specific forms are used for these business trips, as opposed to those used for ordinary business trips.

15. No km allowance is payable for journeys made using transport provided by the University, hire vehicles and/or car sharing services. The Head of the Management Center may authorize in advance the use of a University-owned vehicle or a hire car where this proves more cost-effective than ordinary means of transport, taking into account the shared use of the vehicle by several people and the savings on the overall cost of the mission, or where it is objectively impossible to use ordinary means of transport due to a lack of services, journey times, timetables, need to transport materials or equipment.

16. Reimbursement is permitted for expenses incurred for refueling, documented and related to the use of the University's service vehicles or hire vehicles, excluding car sharing.

17. Any fines for offences relating to the use of transport shall be borne entirely by the person concerned and, unless they relate to the condition of the University's vehicles, no reimbursement may be claimed from the University.

18. In the event of the loss of original travel documents (air, train, ferry and shuttle), provided the amount can be verified by the University, a statement certifying the loss of the travel document and its cost is required.

Art. 9.2 – Food expenses

1. Regarding food expenses, reimbursement refers to 2 meals per day, in addition to breakfast, for a total amount that shall not exceed the maximum limits referred to in art. 8.
2. For missions and trips lasting between 4 and 8 hours, reimbursement for one meal is recognized. For missions and trips lasting less than four hours, reimbursement is provided only for travel and transport expenses.
3. An intermediate stop, regardless of the means of transport used, can be authorized in advance or, in exceptional and unpredictable cases, adequately justified and explained in the mission liquidation request. In such cases, any expense relating to food and accommodation is authorized, provided it is not incurred in the Municipality of residence.

Art. 9.3 – Accommodation expenses

1. For business trips in Italy or abroad lasting more than 12 hours, expenses for accommodation in hotels or similar establishments are reimbursable.
2. The choice of accommodation must be based on criteria of cost-effectiveness and simplicity.
3. Overnight stays in single rooms or double rooms for single occupancy are eligible for reimbursement. Expenses for overnight stays in double rooms (not for single occupancy) are also eligible for reimbursement. In such cases, where the room is shared with another person and the cost is higher, reimbursement will be made for the cost of a single room.
4. Where accommodation is booked online using a credit card and it is not possible to obtain an invoice or receipt and of proof of payment, reimbursement is permitted, in exceptional cases, upon presentation of the relevant booking confirmation printout showing the necessary details (service user, dates of stay, services used, price), accompanied by the credit card charge statement.
5. If the tax document relating to the overnight stay lists more than one guest, the cost of a single room will be refunded. It is the responsibility of the person concerned to provide the cost of the single room or to demonstrate that the cost does not vary according to the number of guests. In the absence of supporting evidence, the cost stated will be reduced in proportion to the number of guests.
6. Accommodation expenses in an apartment are allowed upon presentation of documentation proving the

rental contract and payment, executed by traceable means for tax exemption purposes. In the case of a lease involving multiple people, the applicant is required to document their own share. Otherwise, the cost will be reduced in proportion to the number of people involved in the lease.

Art. 9.4 – Insurance, health and safety expenses

1. For missions with a destination country other than Italy, it is necessary to review the Guidelines for safety in missions abroad. Subjects authorized for missions abroad are required to consult the website of the Ministry of Foreign Affairs and International Cooperation (MAECI) where updated information on the destination Country and any emergency situations must be found. Subjects are required to adopt appropriate behaviors at the time of the mission authorization request, before departure, upon arrival at destination and during the conduct of the mission. Subjects with mission destinations outside the territory of Italy are required, during the mission authorization request phase, to provide a local reference contact number at the mission location.
2. Reimbursement of any health insurance and entry visa into the destination Country in relation to the trip is permitted.
3. Insurance and visa procedures related to the mission must be managed directly by the interested party, possibly through travel agencies under agreement with the University, in permitted cases. If these expenses are paid directly by the individual concerned, they count toward the daily limit referred to in art. 9.6, paragraph 2.

Art. 9.5 – Registration fees for courses, conferences and seminars

1. Expenses incurred for attending conferences, congresses, courses and seminars are not included among ordinary mission or travel expenses and are normally handled directly by the relevant expenditure Center, at the request of the person concerned, via a specific procedure.
2. In exceptional cases, where the provisions of the previous paragraph are not feasible, registration and participation fees incurred personally by the applicant may be reimbursed upon presentation of appropriate supporting documentation and certification of relevance to the mission and in the University's interest. In any case, the party interested in the mission may make direct payment of the expenses referred to in the preceding paragraph, also by credit card, if carried out:

a) in favor of foreign operators;

b) in favor of Italian operators who by virtue of their tax profile do not issue an invoice but only a debit note, receipt or assimilable document (e.g. non-profit entities, institutions, etc.).

Art. 9.6 – Other expenses

1. The following complementary expenses directly connected to the conduct of the mission or trip are reimbursable upon presentation of regular receipts:

   a) consular visas;

   b) tourist taxes, as expenses connected to accommodation, subject to analytical reimbursement;

   c) mandatory vaccinations for entry into the destination Country, vaccinations recommended by the Ministry of Health and disseminated by bulletin published on the relevant website and pharmaceutical expenses for prophylaxis;

   d) health insurance covering medical, pharmaceutical and hospital expenses in non-EU countries;

   e) mandatory tips;

   f) luggage storage;

   g) entrance fees to museums and exhibitions relevant to the object of the mission and trip;

   h) parking, with a receipt even without the indication of the license plate of the authorized vehicle;

   i) photocopies, prints, posters, lecture notes, brochures;

   j) internet connection.

2. Unless otherwise specified, the expenses referred to in this article are reimbursed up to a daily maximum not exceeding the threshold set by current legislation for tax-exempt reimbursement, which is established at 15,49 euro for business trips within Italy and 25,82 euro for business trips abroad.

3. Expenses referred to in art. 9.4 was incurred directly by the interested party and not through an agency also contribute to reaching the daily limit, except for documented cases of necessity.

4. The daily limit referred to in this article is waived in the case of analytically documented expenses, such as parking with a receipt bearing the license plate of the vehicle authorized for the mission.

5. Expenses for renewal or issuance of passports are not reimbursed.

Art. 10 – Timelines for document submission and payment

1. The request for reimbursement integrated with the expenditure documentation must be submitted to the platform within 30 days from the conclusion of the mission and in any case in good time to comply with reporting or project deadlines, where provided for. Within the same period, the original paper documentation relating to mission expenses must be sent to the office in charge.
2. The liquidation of the mission reimbursement must be executed within 30 days of taking charge of the reimbursement request, upon regular submission of the request itself accompanied by the relevant documentation.
3. Preservation of documentation must be guaranteed even after payment of the reimbursement has occurred, in view of any specific audits.

Art. 11 – Missions not carried out

1. In the case of authorized business trips that are not undertaken due to serious health reasons affecting the employee, his/her spouse or a first-degree relative (parents and children), for work-related reasons or other duly documented cases of force majeure, expenses already incurred that are not reimbursable by third parties (agencies, ticket offices, etc.) may be reimbursed, as well as any applicable penalties.
2. In the event of cancellation due to health reasons, a medical certificate is required. If the business trip is canceled for work-related reasons, the reason must be adequately detailed in the request for reimbursement of business trip expenses.

Art. 12 – Random checks

1. In order to ensure the correctness of the liquidation procedures referred to in this Regulation, the offices in charge of reimbursement will check expenditures, also on a random basis and according to criteria that guarantee correspondence between the digital documents sent through the apply system and the original paper supporting documents of the applicant. In case of irregularities, any amounts unduly received will be recovered from the interested party.
2. Where necessary, particularly in connection with reporting on funded projects, the check after payment

may be assigned to third parties external to the Structures in charge of reimbursement procedures.

Art. 13 – Transitory and final provisions

1. For missions carried out as part of programs funded by third parties and subject to reporting, the relevant provisions of the funding entity apply.
2. For anything not expressly provided for by this Regulation, the provisions in force for employees of the State civil administrations apply, as well as the Regulation for Administration, Finance and Accounting of the University and the University Code of Ethics.
3. The Director General may issue complementary and application provisions to ensure the timely and uniform implementation of this Regulation.
4. This Regulation applies to missions requested and carried out starting from the date of issuance of the Decree.

Attachment

Limits on the analytical reimbursement of variable food expenses based on the classification of Countries into areas (from "A" to "G")

Table 1: Classification of Countries into areas IN ALPHABETICAL ORDER.

COUNTRY	AREA
AFGHANISTAN	A
ALBANIA	C
ALGERIA	D
ANGOLA	B
ARGENTINA	C
ARMENIA	B
AUSTRALIA	A
AUSTRIA	E
AUSTRIA – VIENNA	G
AZERBAIJAN	B
BAHRAIN	E
BANGLADESH	B
BARBADOS	C
BELARUS	B
BELGIUM	D
BELGIUM – BRUSSELS	E
BELIZE	C
BENIN	C
BHUTAN	C

BOLIVIA	C
BOSNIA and HERZEGOVINA	C
BOTSWANA	A
BRAZIL	D
BULGARIA	A
BURKINA FASO	D
BURMA	C
BURUNDI	A
CAMBODIA	C
CAMEROON	D
CANADA	B
CAPE VERDE	D
CENTRAL AFRICAN REPUBLIC	D
CHAD	D
CHILE	B
CHINA POPULAR REPUBLIC	B
CYPRUS	A
COLOMBIA	C
COMOROS	A
CONGO	D
CONGO (ex ZAIRE)	D
COSTA RICA	B
CROATIA	C
CUBA	B

CZECH REPUBLIC	B
DENMARK	C
DJIBOUTI	A
DOMINICA	C
DOMINICAN REPUBLIC	C
ECUADOR	C
EGYPT	B
EL SALVADOR	C
EQUATORIAL GUINEA	D
ERITREA	A
ESTONIA	B
ESWATINI (SWAZILAND)	B
ETHIOPIA	A
FIJI	B
FINLAND	B
FINLAND – HELSINKI	B
FRANCE	C
FRANCE – PARIS	D
GABON	D
GAMBIA	D
GEORGIA	B
GERMANY	F
GERMANY – BERLIN	G
GERMANY – BONN	G

GHANA	D
JAMAICA	B
JAPAN	E
JAPAN – TOKYO	G
JORDAN	C
GREAT BRITAIN	C
GREAT BRITAIN – LONDON	D
GREECE	A
GRENADA	C
GUATEMALA	B
GUINEA	D
GUINEA BISSAU	D
GUYANA	D
HAITI	C
HONDURAS	B
HONG KONG	C
HUNGARY	A
ICELAND	B
INDIA	B
INDONESIA	C
IRAN	A
IRAQ	B
IRELAND	B
ISRAEL	C

IVORY COAST	D
KAZAKHSTAN	B
KENYA	B
KIRIBATI	B
KUWAIT	E
KYRGYZSTAN	B
LAOS	D
LATVIA	B
LEBANON	G
LESOTHO	B
LIBERIA	C
LIBYA	D
LIECHTENSTEIN	G
LITHUANIA	B
LUXEMBOURG	D
MACEDONIA	C
MADAGASCAR	B
MALAWI	B
MALAYSIA	C
MALDIVES	B
MALI	D
MALTA	A
MAURITANIA	D
MAURITIUS	B

MEXICO	B
MOLDOVA	B
MONGOLIA	C
MONTENEGRO	C
MOROCCO	C
MOZAMBIQUE	A
NAMIBIA	B
NEPAL	B
NETHERLANDS	F
NEW CALEDONIA	B
NEW ZEALAND	B
NICARAGUA	C
NIGER	D
NIGERIA	D
NORTH KOREA	C
NORWAY	C
OMAN	E
PAKISTAN	B
PANAMA	C
PAPUA NEW GUINEA	A
PARAGUAY	C
PERU	C
PHILIPPINES	C
POLAND	B

PORTUGAL	A
PRINCIPALITY OF MONACO	B
QATAR	E
REPUBLIC OF NAURU	A
REPUBLIC OF SOUTH AFRICA	B
ROMANIA	A
RUSSIA – MOSCOW	C
RUSSIA – RUSSIAN FEDERATION	B
RWANDA	A
SAINT LUCIA	C
SAINT VINCENT and THE GRENADINES	C
SAMOA	B
SÃO TOMÉ and PRÍNCIPE	D
SAUDI ARABIA	E
SEYCHELLES	B
SENEGAL	D
SERBIA	C
SIERRA LEONE	D
SINGAPORE	C
SYRIA	A
SLOVAKIA	B
SLOVENIA	C
SOLOMON ISLANDS	B
SOMALIA	A

SOUTH KOREA	C
SPAIN	A
SPAIN – MADRID	B
SRI LANKA	B
SUDAN	C
SURINAME	D
SWEDEN	C
SWITZERLAND	G
SWITZERLAND – BERN	G
SWITZERLAND – GENEVA	G
TAJIKISTAN	B
TAIWAN	C
TANZANIA	B
THAILAND	C
THE BAHAMAS	C
TOGO	D
TONGA	B
TRINIDAD and TOBAGO	D
TUNISIA	C
TURKEY	C
TURKMENISTAN	B
TUVALU	B
UGANDA	A
UKRAINE	B

UNITED ARAB EMIRATES	E
UNITED STATES – NEW YORK	F
UNITED STATES – WASHINGTON	F
UNITED STATES OF AMERICA	E
URUGUAY	B
UZBEKISTAN	B
VANUATU	B
VENEZUELA	D
VIETNAM	D
YEMEN	E
ZAMBIA	B
ZIMBABWE	A

Table 2: Food expense limits by geographic area.

Reimbursement is provided for 2 meals per day, up to the total amount specified in Table 2.

AREA	AMOUNT
A	euro 105,00
B	euro 110,00
C	euro 110,00
D	euro 120,00
E	euro 120,00
F	euro 130,00
G	euro 130,00