

THE RECTOR

HAVING REGARD TO the Statute of the University of Milano-Bicocca issued by Rectoral Decree no. 10332/15 of 03/03/2015;

CONSIDERING the need to provide the University with a new Regulation on missions for employees and external personnel, replacing the previous Regulation, issued with RD no. 4065/2015 of 29/12/2015;

HAVING REGARD TO the resolution of the Board of Directors of 30 April 2019;

DECREES

The Regulations for University missions have been issued in the annexed text.

This Regulation enters into force on the thirtieth day following its publication on the University Register from 1 July 2019.

THE RECTOR
Prof. Maria Cristina Messa

Regulations for the missions of employees and external personnel of the University of Milano Bicocca

ARTICLE 1 - Definitions

Mission is the provision of an activity carried out in the institutional interest of the University outside the usual place of service, by people who have the indispensable suitability to carry it out to full fulfilment.

Responsible is the person, Manager or Director of Department, legitimated to authorise the accomplishment of the mission.

Reimbursement of expenses is the reimbursement of costs incurred for missions, pursuant to this regulation.

ARTICLE 2 - Methods of reimbursement of expenses

For missions in Italy, analytical reimbursement of travel, meals and accommodation expenses and of some services is provided, within the limits and in the manner specified in articles 10 and 12.

There is no indemnity.

There are two reimbursement methods for missions abroad:

the analytical reimbursement of travel expenses or the alternative reimbursement which provides, in addition to the reimbursement of travel expenses, the payment of an additional lump sum according to the methods specified in art. 12.

Only one reimbursement policy can be chosen for each trip.

ARTICLE 3 - Place of service

The place of service of university personnel is understood to mean the territory of the municipality or metropolitan city that includes the site of the structure to which they belong or where the person works even in the event of absence or leave, by virtue of an assignment by the governing bodies, of affiliation, contractual constraint or performance of training, research or service activities from which the qualification of person belonging to the university personnel derives.

In the case of a structure with several sites, the place of service means the one established by a formal deed by the University.

If the location of the mission corresponds to the municipality or metropolitan city in which the interested party has its place of work or habitual residence, the mission expenses incurred are not recognised, except for the documented reimbursement of tickets for urban transport.

The definition of place of work does not apply to external speakers residing in the municipal area or metropolitan city called to carry out seminar activities for which the total reimbursement of meals and travel is due.

ARTICLE 4 - Scope of application

This regulation governs the procedures for conferring mission assignments and the economic treatment of reimbursement of expenses for the following categories of personnel:

1. Full professors, associate professors, both permanent and fixed-term researchers, also on absence or leave for study and research reasons;
2. Executives or holders of equivalent functions;
3. Administrative, technical, linguistic and auxiliary personnel both on permanent and fixed-term contracts;
4. Employees of other public administrations included in research, mobility or other activity programmes, with payment of expenses on specific funds;
5. Members of governing bodies of the University; committee members;
6. Speakers invited at congresses, symposiums, lectures and seminar activities;
7. Holders of research grants, PhD students, postgraduates, scholarship holders and students;
8. External collaborators for the performance of activities outside the performance due for specific tasks to be performed outside the location established for the performance, provided that the agreed fee does not already include any and all expenses to be incurred to complete the task;

9. Personnel not belonging to the Administrations if previously included in research programmes.
10. Speakers who intervene on the occasion of cultural exchanges, congresses, symposiums, round tables, lessons and other events related to institutional purposes.
11. Contract professors

The personnel referred to in points 1), 2), 3), 4) are entitled to mission benefits and reimbursement of expenses. The personnel referred to in point 5) are entitled to mission treatment as provided for by current legislation if assimilated to employee work, while only reimbursement of expenses is due if external personnel not an employee. The personnel referred to in points 6) 7), 8), 9) 10) and 11) are only entitled to reimbursement of expenses.

ARTICLE 5 - Working hours on mission

For the purpose of calculating the service provided on mission, ordinary working hours will be considered, except in cases where the hours actually worked are higher than the working hours scheduled for the day in question. In said case, the extra hours will be recognized as overtime/recovery as required by current legislation on the subject. To this end, the travel times relating to outward and return journeys will not be taken into consideration.

As regards the travel time, by means of departmental service transport to reach the place of the mission, it will be calculated as working time, or overtime/recovery. The calculation will be made if in the presence of the start and end of the day stamps, or self-certification (also signed by the person in charge) if the departure/arrival time is outside the opening hours of the buildings/car parks. This applies both to the driver and to technicians authorised for the same mission and registered as passengers on the departmental means of transport.

In any case, the manager of the funds remains the guarantor, through the authorisation, of the truthfulness and control of the hours worked on mission by the technical staff. In the event of presumed anomalies, the Director can ask for explanations from the technical staff involved and from the fund manager. In the event of abuse, the Director will report them to the competent offices.

Conversely, travel time (plane, train, ferry, car, etc.) is valid until the daily working hours are completed when the service actually rendered is less than the expected working hours for the day in question, if greater it is in no way computable.

ARTICLE 6 - Expense documentation

The expenses for the missions weigh on the university budget. The reimbursement of expenses will take place following the presentation of the mission online by attaching the documents in electronic format, declaring under own responsibility pursuant to art. 76 of Presidential Decree 445/2000:

- to have incurred the expenses;
- to be the exclusive holder, as also shown by the documents in electronic format sent as an attachment on the UWEB missions and analogue system attached to the request for reimbursement of expenses and filed with the relevant Department
- to have not requested reimbursement from third parties

In the event of formal defects in the attached expense documentation, a self-declaration made pursuant to Presidential Decree 445/2000 is permitted.

ARTICLE 7 - Authorisation to carry out the mission

In order to be able to carry out the mission, personnel must complete the mission through the online system and obtain prior authorisation. Anyone who for any reason does not have access to the online system can submit a mission application in paper format

The authorisation is granted, at the request of the interested party:

1. by the Rector for its delegates for missions that will contribute to the rector fund;
2. by the President or its delegate in the case of missions involving the activity of the School
3. by the Director of the Department, by the Heads of autonomous spending centers or their delegates, for all personnel whose missions will come from funds for which they are responsible;
4. by the General Manager or by each individual area manager for their dependent personnel.

The authorisation request must contain the following elements:

5. surname and name;
6. qualification, registration or level;
7. location of the mission;
8. day and time of start of the mission and day of end of the mission, or estimated duration;
9. purpose of the mission;
10. means of transport used (with suitable reasons in the case of extraordinary means);
11. fund on which the expense must be paid.

The missions carried out by the Rector, Pro-Rector, Deans, Department Directors, General Manager, Heads of autonomous spending centres, are not subject to any authorisation, although the obligation to sign the related mission assignment remains.

If there are objective circumstances (for example research carried out in collaboration between several structures), the mission assignment can also be conferred to personnel who work in structures other than the one to which the proposing party belongs. The related costs will be charged to the funds of the authorising structure.

During the authorisation phase, the person in charge must take into account, in advance, the needs of the University, ensuring to prevent the mission from jeopardising even the slightest the optimal functioning of the services.

Without prejudice to all of the above, the Manager may authorise expenses related to the performance of the mission not explicitly provided for by this regulation, justifying the need and cost-effectiveness compared to ordinary expenses. The requests will reach the Manager through a notification issued by the online system.

ARTICLE 8 - Duration of the mission, place of departure and distance from the place of mission

The duration of the mission is calculated from the time of departure from the place of service to the time of return to the same place.

Personnel sent on mission to a location no more than 80 kilometers from their place of service or habitual residence are required to return to their site on a daily basis. In the case of places less than 80 km from the place of service, which can be reached not only by motorized vehicles (for example, long stretches on foot), not the actual distance but the actual journey time should be considered. In this case, personnel are not required to return to the site on a daily basis.

Reimbursement for continuous missions carried out on the national territory in the same location is paid up to a maximum of 240 continuous days. This limit is reduced to 180 days for missions abroad

ARTICLE 9 - Means of transport

Personnel sent on mission are required to use ordinary means.

The following are ordinary means:

1. Train;
2. Other means in regular scheduled service (ship, urban or extra-urban car services, etc.);
3. The means of transport available to this University;
4. Plane;
5. Taxi.

In the event that the manager deems it necessary to authorise the use of own vehicle to teachers, researchers, technical administrative personnel, managers, research fellows, doctoral students and postgraduates, for insurance reasons, the manager must do so regardless of any subsequent request for reimbursement. Authorised personnel, by filling in the appropriate form, must also guarantee that the means is in perfect technical and insurance conditions for travel.

The reimbursement of expenses will take place in the manner and within the limits set by art. 10 of this regulation.

In the event that the manager deems it necessary to authorise the use of own vehicle to technical-administrative or managerial personnel, they are entitled to the insurance coverage and the reimbursement of the mileage range see art. 10, if the mission was not carried out with EU research funds or from private individuals.

It is possible to rent means of transport with prior authorisation from the manager.
The mileage reimbursement for technical and administrative personnel is recognised only if the missions are carried out on community research funds or those coming from private individuals.

ARTICLE 10 - Reimbursement of travel expenses

The travel expenses listed in Annex 1 are reimbursable:

Documentation for reimbursement of travel expenses

Reimbursement of travel expenses takes place upon presentation of the travel ticket or a suitable document valid for tax purposes (always containing the route travelled, the amount and the date). For air flights, a boarding pass or equivalent document is required.

Reimbursement of travel expenses is also permitted in the presence of electronic tickets. Reimbursement of travel expenses is also permitted in the presence of electronic tickets and boarding passes (e.g. iOS Wallet applications, Google Pay, etc.)

For low-cost flights, reimbursement is also permitted for expenses relating to duly documented additional items such as, by way of example, priority boarding, cabin baggage, seats in the first rows, fast track ticket, dedicated baggage delivery, items for loss, theft or baggage damage.

Reimbursement of the cost incurred for the plane on a partially used flight is permitted, provided that the interested party presents suitable documentation certifying the cost of the full ticket, the cost for the part of the flight used, the refunded amount and the withdrawal of the ticket.

Reimbursement of the round-trip air ticket is permitted despite having used only one of the two sections and reimbursement of another means of transport if the convenience of the purchase is demonstrated by means of documentation (internet printout showing the price of the same route or travel agency declaration).

In duly documented cases, the travel ticket can be changed.

Reimbursement of travel expenses deriving from the purchase of tourist packages is permitted. In this case, the reimbursement will be made upon presentation of an invoice issued by the company providing the service that highlights the services offered and paid for, with the attached air ticket (including electronic tickets) and boarding passes.

The personnel sent on mission are entitled to reimbursement of agency expenses provided they are justified by an invoice or tax receipt.

In the case of using one's own car, the distances travelled in kilometers must refer to the distances existing between the place of service and the place of destination of the mission. In the event that the place of departure or arrival indicated is different from that of the place of work or habitual residence, this distance will be calculated if, from the calculation, it results in an economic convenience for the administration.

The use of the car is also permitted for missions abroad, without prejudice to the limits established for missions within the national territory.

ARTICLE 11 – Other reimbursable expenses for missions on the national territory

In addition to travel expenses, the following are eligible for reimbursement:

1. meal and accommodation expenses;
2. Expenses for some ancillary services
3. Enrollment fees

within the limits and in the manner specified in the following paragraphs.

1 - MEAL AND ACCOMMODATION EXPENSES:

The following are reimbursed within the limits set out in the table in annex 1.

For the purposes of the meal, reimbursement of expenditure made at supermarkets, markets and shops is permitted. Only foodstuffs are eligible for reimbursement and all alcoholic beverages are excluded, without prejudice to the overall limit referred to above.

Recognition of meal and accommodation expenses is subject to the presentation of invoices or tax receipts duly addressed to the user of the service, except in the case in which the direct correlation between the

documents and the mission itself can be detected. For meals, tax receipts may be eligible for reimbursement,

as documents in lieu of an invoice or tax receipt, as permitted by current tax legislation on certification of fees. If it happens that, in a single tax document, more meals are indicated, the equivalent of a single meal determined by dividing the total by the number of meals will be reimbursed. In this case it is necessary that at least one of the interested parties belongs to this University and the original of the receipt must be kept in the documentation relating to the reimbursement.

For missions lasting more than 12 hours and carried out in particularly disadvantaged locations (example: sampling, educational excursions, etc.) reimbursement of food expenses for packed lunches is permitted.

In the case of missions authorised and no longer carried out due to serious health, family or service reasons duly documented, reimbursement shall include expenses already incurred that are not returned by the person who collected them or any penalties applied to the reimbursement by third parties.

2 - ANCILLARY SERVICES:

Please refer to the table in annex 1

3 - ENROLLMENT FEES:

Reimbursement is allowed for:

- Conference registration fee, upon presentation of a receipted invoice or of an original receipted document issued by the organising secretariat of the conference;

Registration to associations, tutorials, admission fees and evaluations of scientific works, if these are binding for registration to the conference itself and upon presentation of a suitable document valid for tax purposes

ARTICLE 12 - Other reimbursable expenses for missions abroad

The list of expenses eligible for reimbursement varies according to the reimbursement method chosen between the analytical method and the alternative method.

The analytical method provides, in addition to travel expenses, the possibility of requesting reimbursement of:

- Meal and accommodation expenses;
- Compulsory vaccinations;
- Entry visas;
- Charges for additional services.
- Health insurance for travel to non-EU territory

The spending limits are indicated in the table in Annex 1:

For the purposes of reimbursement of expenses, the rules set out in articles 10 and 11 shall apply.

ENROLMENT FEES:

Reimbursement is allowed for:

- Conference registration fee, upon presentation of a receipted invoice or an original document

receipt issued by the organising secretariat of the conference;

- Registration to associations, tutorials, admission fees and evaluations of scientific works, if these are binding for registration to the conference itself and upon presentation of a suitable document valid for tax purposes

The alternative reimbursement method also applicable to research fellows, doctoral students and post-graduate students, instead provides for the recognition of a lump sum if the following conditions exist:

- Prior authorisation for the payment of a lump sum;
- Duration of the mission greater than one day including travel time.

The lump sum is paid according to the provisions of the table attached to this regulation, for every 24 hours

completed on mission. In the event of continuation of the mission for periods of not less than 12 continuous hours, a further sum equal to half of those determined in the attached table relating to the continuation period will be paid, as a reimbursement quota.

Using the alternative method, no reimbursement is due for meals and accommodation, as well as for the use of urban means of transport, scheduled connections with stations, airports or ports and the taxi used on the occasion of the mission carried out.

When using the alternative method, in addition to travel expenses, it is possible to request reimbursement of:

- Compulsory vaccinations;
 - Entry visas;
 - Health insurance for missions in non-EU territory
- within the limits and in the manner specified in the articles 10 and 12.

The alternative reimbursement cannot be paid if the accommodation is offered by this University, Italian or foreign bodies or organisations

ARTICLE 13 - Mission advances

Employees of this University, research fellows and doctoral students with scholarships, medical and psychological specialists with scholarships in charge of a mission can request a mission advance according to the following procedures:

Missions on the national territory:

for missions lasting more than two days, the interested party has the right to request an advance equal to 75% of the total economic treatment due for the reimbursement of mission expenses (including any registrations for congresses and/or conventions);

Missions abroad for periods longer than 24 hours:

in the presence of reimbursement of only documented expenses, the advance will be equal to the cost of the overnight stay only.

In the event of an alternative reimbursement, the advance will be equal to the cost of travel expenses (excluding urban and extra-urban transport and taxis) and 90% of the lump sum due for the alternative reimbursement as shown in the attached tables.

The advance request must reach the competent office at least 15 days before the scheduled date for the beginning of the mission.

The personnel who have obtained the advance are required, once the mission assignment is completed, to send to the administration, as quickly as possible, all the documentation necessary for the settlement of the mission.

Article 14 - Mission liquidation

At the end of the mission, the interested party must complete and close the online procedure and upload to the system the copies of the supporting documents useful for the mission. The missions office will liquidate the expenses present on the online procedure and will communicate, through the online system, with the mission applicants in order to integrate any missing or incorrect documents. The original paper documents must be filed with the secretariat of the relevant Department.

Reimbursement requests received after two years of the mission cannot be accepted.

ARTICLE 15 - Transitional and final rules

For any matters not provided for in this regulation, the legal and statutory provisions apply, in addition to what is established in the Administration, Finance and Accounting Regulations of this University, where compatible.

This regulation does not apply in the event that the reimbursement of expenses and any travel allowances refer to missions carried out in the context of particular projects that have separate regulations for the settlement of such expenses.

ANNEX 1

TRAVEL EXPENSES (art. 10)

Expenses	Class 1 For all personnel	
Train	Train tickets in the various categories provided Single compartment for overnight travel Various supplements Seat reservation	
Public transport (buses, etc.)	Travel tickets and any supplements	
Plane	Economy class Business class only for intercontinental flights longer than 5 hours Means of connection with the airport such as suburban bus or train Boarding fees Agency fees	
Ship	1st or 2nd class + any booking charges and boarding fees	
Taxi	Maximum amount equal to Euro 250.00 per mission. For travel in the urban area where missions are carried out within the maximum daily limit of Euro 50.00	
Means of transport rental	Rental costs, fuel + parking costs up to Euro 20.00 per mission + any motorway tolls	
Expenses	Teaching staff and researchers, PhD students, research fellows, holders of specialised training contracts, scholarship holders, students and other external	Managers, highly professional personnel, administrative technical personnel and CEL
Own car	Mileage allowance equal to 1/5 of the cost of a litre of unleaded petrol + motorway tolls + parking costs up to Euro 20.00 per mission.	The equivalent of the train ticket per kilometer band will be refunded
Parking at the Airport	Up to Euro 100.00 per mission.	Up to Euro 100.00 per mission.

EXPENSES FOR MEALS AND ACCOMMODATION (art. 11)

Expenses	Class 1 For all personnel
Expenses for meals	For missions lasting between 6 and 12 hours, reimbursement is due for only one meal a day, while for missions lasting more than 12 hours, reimbursement is due for two meals a day. In both cases, the daily limit is equal to Euro 80.00. If breakfast is not included in the accommodation, it will not be considered as one of the two meals allowed, but as an additional supplement however falling within the above limit.
Expenses for accommodation	Maximum limit of Euro 250.00 per night

ANCILLARY SERVICES (art. 11)

Expenses	Class 1 For all personnel
Expenses for: <ul style="list-style-type: none"> - Wifi connection - Postage and telegraph and fax transmission; - Room service - Laundry; - Photocopies; - Luggage storage; - Bank fees; - Stationery; - Handouts, brochures and printed material. 	Within the maximum daily limit of Euro 50.00

OTHER REIMBURSABLE EXPENSES ABROAD (art. 12)

Expenses	For all personnel
Expenses for accommodation	Maximum limit of Euro 300.00 per night
Expenses for meals	For missions lasting between 6 and 12 hours, reimbursement is due for only one meal a day, while for missions lasting more than 12 hours, reimbursement is due for two meals a day. The maximum daily limit is shown in the tables.
Vaccination expenses	Up to Euro 100.00
Travel and health insurance costs for missions in non-EU territory	Up to the limit of Euro 10 per day
Entry visa	Admitted
Handouts, brochures and printed material	Up to Euro 300.00
Costs for services pursuant to art. 11) second point	Within the daily limit of Euro 45.00