

METHODS FOR REIMBURSEMENT OF MISSION EXPENSES

For the reimbursement of mission expenses, the members of the Comparative Assessment Commissions, the Doctoral Research Commissions (final exam and institution of new doctorate), Commissions for State Exams and Commissions for Personal, Technical and Administrative Competitions must submit proof of expenditure (receipts) and the hard copy of the mission form to:

Università degli Studi di Milano-Bicocca
Area del Personale – Ufficio Missioni
P.zza dell'Ateneo Nuovo n. 1
20126 – Milano

- Fill in the statement confirming actual participation in the meetings for the competition indicated on the mission folder.
- Fill in and sign the statement providing personal details, as included in the mission folder.
- Commission members resident outside of Italy must provide their personal details using the "non-resident consultant" form and attach a photocopy of their passport or an identity document valid for travel abroad.
- A mission form must be filled in for each mission, bearing in mind that the mission must correspond to the Commission meeting dates as indicated in the minutes.
- The Commission Chair must sign the bottom of the statement of actual participation in the meetings and the summary of the expenses incurred.
No pay-outs will be made without the signature of the Commission Chair.
- The signature of the Commission member responsible for the mission is essential for reimbursements and any mission without it shall not be reimbursed.
- Travel expenses overview: indicate the costs for the travel tickets and the invoices/receipts, the originals of which must be attached to the mission form.
- Only original documents shall be accepted as proof of expense for travel, board and lodging for the interested party.
- Please do NOT REMOVE THE INTERNAL POUCH FROM THE MISSION FOLDER as it helps with the conservation of the proof of purchase documents submitted along with the form.

**IN ORDER TO BE ENTITLED TO THE REIMBURSEMENT OF EXPENSES, THE INTERESTED PARTY MUST ONLY SUBMIT ORIGINAL RECEIPTS.
VAT REGISTERED PROFESSIONALS MUST SUBMIT ONLY THE PHOTOCOPIES OF RECEIPTS.**

Train:

Only duly validated tickets will be admissible for reimbursement, with the exception of trains requiring mandatory booking and no ticket validation.

For everyone - 1st and 2nd class (or lower); single sleeper car for night travel; various extra charges; booking costs.

Where a single/double berth sleeper car is used, no intermediate stops are allowed, with the exception of exceptional events (e.g. documented strikes).

Air:

For everyone - Economy

Boarding passes must be attached to be eligible for reimbursement for the plane ticket.

Travel expenses will only be reimbursed upon presentation of the ticket.

For refunds for travel agent fees, it is necessary to provide a receipt from the agent clearly stating the amount and description of the service rendered.

Sea:

Full and associate professors, researchers, directors - 1st and 2nd class. The cost of the ticket will be reimbursed.

Inter-city coaches and similar:

Only duly validated tickets will be reimbursed.

Urban public transport:

Buses, trolleybuses, tramways and the underground are considered urban public transport.

Validated tickets will be reimbursed.

Taxi:

The use of a taxi must be authorised with justification by the Commission Chair.

In order to obtain reimbursement of the expense, the taxi receipt should clearly indicate: TRIP, date and amount paid.

Reimbursement for taxi costs cannot exceed €160.00 per mission.

In urban areas, taxi costs will only be reimbursed up to €25.00 per day.

Own car to get to the airport:

If the interested party is authorised by the Commission Chair to use his/her own car to get to the airport, reimbursement can be provided as follows: allowance per kilometre, motorway tolls and parking up to €100.00 per mission.

For managers and technical and administrative staff, the kilometre allowance is calculated based on the Trenord Srl tables for Lombardy; while parking can be up to €10.00 per day.

Own car:

Commission members can be authorised to use their own car if duly authorised, with reason, by the Commission Chair.

The maximum refundable amount for parking is €20.00 per mission.

Furthermore, a person on a mission is entitled to reimbursement for motorway tolls, upon submitting the original receipt, and to the allowance per kilometre, equal to 1/5 of the cost of unleaded petrol multiplied by the kilometres travelled to get to and return from the mission destination.

Managers and technical, administrative staff members are only permitted the allowance per kilometre based on the Trenord Srl tables for Lombardy.

HOTEL EXPENDITURE LIMITS PER NIGHT:

For everyone - in Italy € 200.00

MEALS:

For everyone - limit of 1 or 2 meals a day: € 60.00

In order to be entitled to reimbursement for 1 meal a day, the mission must be at least of 6 hours. In order to be entitled to reimbursement for 2 meals, the mission must last at least 12 hours.

Receipts:

- Receipts are only valid if **completed by the issuer (BAR/RESTAURANT) with the personal details of the customer (tax identification number).**
- In order for the receipt to be valid it must include: **the tax details of the restaurant/bar, date, food & beverage (nature, quality and quantity) and the customer's tax identification number.** If the food & drink and the tax identification number are not clearly indicated, no reimbursement will be provided. It is the responsibility of the employee or consultant to check with the restaurant/bar staff, before eating, that a receipt or invoice (for VAT registered professionals) can be issued.
- **Receipts containing a handwritten description, added by the interested party, of the food and drink consumed will not be eligible for reimbursement.**
- Only receipts and invoices issued by restaurants/bars will be reimbursed, meaning receipts from supermarkets, butchers and so on will not be covered.

OTHER REIMBURSABLE EXPENSES RELATED TO MISSIONS IN ITALY

In addition to expenses for travel, board & lodging, a commission member can ask for a refund for the ancillary services listed below, within the limit of €30.00 per day:

- Voice and data connections;
- Postage and fax transmission costs;
- Laundry;
- Photocopies;
- Luggage deposit;
- Bank fees;
- Stationery.

Ancillary expenses are exempt from taxes up to a maximum daily amount of €15.49.

Members of examination commissions for comparative assessments, research doctorates, and state exam boards are eligible for expense refunds upon presentation of original receipts.

They are not entitled to any advanced payments for expenses. Commission members are entitled to refunds for the expenses incurred during the trip, starting from one day before to one day after the end of their activity at the University of Bicocca - Milan.