



ADVANCE PAYMENT FOR FOREIGN MISSION EXPENSES

I, the undersigned,
registration no., role.....
working for ask for an advance payment of
the travel expenses for a mission abroad to take part in:
....., which will take
place from to in

1 - Mission reimbursed with documented proof of expenses

The advance payment shall be for a maximum amount of € for accommodation.

Attachments:

- 1 photocopy of the mission assignment
- 1 quotation for the accommodation from the hotel, residence or equivalent
- Document clearly indicating the dates of the mission (e.g. conference flyer).

2 - Mission with lump sum grants

The advance payment shall consist of an amount that includes the travel costs and an amount equal to 90% of the lump sum payment due as a reimbursement for the mission.

Quotation for transportation € 90% of
the lump sum due of €

Total to pay out €.....

Attachments:

- 1 photocopy of the mission assignment
- 1 photocopy of the travel ticket (or quote from the travel agent/the company providing the service)
- Document clearly indicating the dates of the mission (e.g. conference flyer).

The advance payment can only be requested by university employees for missions exceeding 24 hours. Requests must be made at least 15 days prior to departure (see Article 13 of the University's Mission Rules). The advance payment will be balanced when the mission costs are settled.

If the mission does not take place, the advance payment must be returned to the Mission Office as quickly as possible.

Milan,

Applicant

APPROVED

Head of the Cost Centre (*)

Prof./Dr/Mr/Ms.....

(*) GENERAL DIRECTOR - HEAD OF DEPARTMENT - HEAD OF CENTRE - DEAN OF SCHOOL - AREA MANAGER