

## **THE RECTOR**

WITH REGARD TO Article 10, subsection 2 of Ministerial Decree dated 10/06/1998,  
instituting the University of Milan - Bicocca;

WITH REGARD TO Law no. 168 of 9 May 1989;

WITH REGARD TO the decision of the Governing Body dated 24/11/2015 approving the  
Mission Rules;

## **ORDERS**

The issuing of the following Mission Rules for employees and other staff of the University of  
Milan - Bicocca:

### **ARTICLE 1 - Definitions**

A "mission" is an activity conducted in the University's institutional interest at a location other  
than the normal workplace by persons who meet the essential requirements to complete the  
activity in question.

The "mission head" is the Director or Department Head who is duly authorised for the mission.  
"Expense reimbursement" is the reimbursement for the costs incurred for a mission, pursuant to  
these Rules.

### **ARTICLE 2 – Reimbursement methods**

For missions in Italy, expenses incurred for travel, board, lodging and certain services shall be  
reimbursed, according to the methods and within the limits specified in Articles 10 and 12  
(known herein as "expense reimbursement").

There is no provision for a daily allowance.

For missions abroad, there are two reimbursement methods: expense reimbursement for travel  
costs or the method known as "alternative reimbursement", which sets out not only the  
reimbursement of travel costs, but also the payment of a lump sum grant according to the  
methods specified in Article 12.

For each trip, only one form of reimbursement may be selected.

### **ARTICLE 3 – Place of employment**

The terms "place of employment" for university staff shall refer to the city, town or municipal  
area in which the organisational unit where the person works is based or where the person  
works, even in cases of ordinary or special leave, on the basis of having been appointed by the  
governing bodies, of being part of the University, of having a contractual agreement or of

teaching, conducting research or providing a service, such that the person is recognised as being part of the university staff.

Where an organisational unit has multiple venues, the term place of employment shall refer to the one established by the University in a formal deed.

Where the location for the mission is the city, town or municipal area in which the person has his/her place of employment or home, then the mission expenses incurred shall not be reimbursed, except where tickets for public transport are submitted.

This definition of place of employment shall not apply to external speakers resident in the city, town or metropolitan area who are asked to speak at a seminar for which they are due reimbursement of all board and travel expenses.

#### **ARTICLE 4 - Scope of application**

These Rules govern the methods for appointing people for missions and the related reimbursement of expenses for the following categories:

1. Full (1st) and associate (2nd) professors, researchers, whether on fixed term or indefinite contracts, even when on ordinary or special leave for educational or research purposes;
2. Directors and those holding equivalent roles;
3. Administrative and technical staff, language staff, and assistants, whether on fixed term or indefinite contracts;
4. Employees of other public administrations participating in research or mobility programmes, or other activities, where payment of expenses is made from specific funds;
5. Members of the University's governing bodies; commission members;
6. Speakers invited to conferences, symposia, lessons and seminars;
7. People who have received research grants, doctoral students, students doing specialist courses (residents), scholarship recipients and other students;
8. External consultants who are required for an activity that is not included in the consultancy agreement and that is in a venue other than the one covered by that consultancy agreement, provided the fee for any consultancy does not already include all costs to complete the required consultancy;
9. People not belonging to the University if they have been included in a research programme in advance.
10. Speakers at cultural exchanges, congresses, symposia, round table discussions, lectures and other events, where the purpose relates to the university.
11. Contract professors.

The staff indicated in points 1), 2), 3) and 4) are eligible for any travel and accommodation allowance, and expense reimbursements. The staff indicated in point 5) are eligible for any travel and accommodation allowance, if they are effectively treated as employees, in accordance with current laws, but only for expense reimbursements if they are not part of the university. The staff indicated in points 6) 7), 8), 9) 10) and 11) are only eligible for expense reimbursements.

#### **ARTICLE 5 - Working hours during a mission**

For the determination of hours worked on a mission, ordinary working hours shall be used, unless the hours actually worked exceed the foreseen working hours for the day in question. In such cases, the additional hours shall be treated as overtime/time of in lieu (Toil), as per the current laws on such matters. Such calculations shall not take into account travel time for the outward and inward journey, which must be stated on the relevant mission form to submit/send to *Ufficio Presenze – Area del Personale* (Attendance Office – Staff Area) once duly signed by the mission head. If the employee is the driver of the vehicle used to reach the mission destination, the travel time shall be counted as working hours, or overtime/Toil. The calculation shall be done if the start and end clocking records are available. If not, the travel time (plane, train, ferry, car, etc.) shall count towards the daily hours worked when the actual hours worked are less than the required working hours for the day in question; if it is in excess, it shall not be included in the calculation in any form.

#### **ARTICLE 6 – Expense documentation**

Mission expenses shall be booked in the university's accounts. Expense reimbursements shall be made on presentation of the original proof of expense records.

Where there are problems with the expense documentation, then a statement in lieu pursuant to Presidential Decree 445/2000 shall be accepted.

#### **ARTICLE 7 – Authorisation for a mission**

Staff must receive prior authorisation to go on a mission.

Following an application from the relevant party, authorisation can be granted by:

1. The Rector or someone delegated by him/her for missions drawing on the rector's funds;
2. The President or someone delegated by him/her for missions related to activities of the School;
3. The Director of a Department, the Heads of independent cost centres or someone delegated by them, for all staff whose missions will draw on funds for which the relevant director/head is responsible;
4. The Director General or each area head, for the staff under them.

The authorisation application must include the following:

1. Surname and name;
2. Qualification, registration no. or level;
3. Mission location;
4. Start date and time for the mission and the end date and time, or the expected duration;
5. Purpose of the mission;
6. Transport means (with suitable justification when extraordinary transport means are used);
7. Fund to be used for the expenses.

Missions by the Rector, Prorector, Deans, Heads of Department, Director General, and Heads of independent costs centres do not require authorisation, although the mission appointment form must be signed.

In cases where there is objective reason (e.g. research involving various organisational units), people from outside the organisational unit in which the proposing party works can be assigned a mission. The costs will be charged to the organisational unit that granted authorisation.

When granting authorisation, the mission head must take prior account of the University's needs, taking care to ensure a mission in no way causes even minimal problems for the optimal functioning of its services.

The mission head must verify in advance the availability of funds for the mission and take all necessary measures to reduce costs, checking not only that the costs are within the limits indicated in these Rules, but are also reasonable.

Without prejudice to what is indicated above, the mission head can authorise expenses for a mission not expressly indicated in these Rules by justifying the need and the cost in relation to ordinary expenses.

#### **ARTICLE 8 - Mission duration, departure location and distance from mission venue**

The mission duration shall be calculated from the time of departure from the place of employment until the return there.

Staff members sent on a mission to a location less than 80 kilometres from their place of employment or usual residence shall return to the place of employment each day.

Reimbursement for ongoing missions in Italy in the same location can be for a maximum of 240 consecutive days. This limit is cut to 180 days for missions abroad.

#### **ARTICLE 9 - Transportation**

Staff members sent on a mission shall use standard transportation.

The following are considered standard transportation:

1. Train;
2. Other transportation means that operate regular services (ships, city and inter-city transport etc.);
3. The transportation means used by the University;
4. Airplane;
5. Taxi.

Should the mission head determine it necessary to use transportation owned by a member of the educational staff, researcher, recipient of a research grant, doctoral student or a student specialising (resident), then this must be done separately of any reimbursement request for insurance reasons. Staff so authorised shall ensure, by filling in the appropriate form, that the transportation means (vehicle) is in perfect working order and properly insured.

Expense reimbursements for such transportation shall be in accordance with the methods and limits established by Article 10 of these Rules.

Where the mission head deems it necessary to authorise directors, and technical and administrative staff to use their own transportation means (vehicle), then such staff members are

responsible for the insurance coverage and have a right to the kilometre allowance in Article 10, provided the mission is not funded using EU or private funds.

### ARTICLE 10 - Reimbursement of travel costs

The following travel expenses can be reimbursed:

<b>Expense</b>	<b>Class 1 For all staff</b>
Train	Business/first or lower class tickets Single compartment for overnight trips Various extra charges Seat booking charge
Air	Economy class Business class only for intercontinental flights of more than 5 hours Transportation links to the airport, such as inter-city buses or train Airport taxes Agency fees
Ship	1st or 2nd class + any booking and boarding fee
Taxi	A maximum amount of €160 per mission, if authorised with justification. For travel in the urban area in which missions are, with a daily limit of €25.00, if authorised with justification.
Vehicle hire	Petrol up to €100.00 + parking up to €20.00 per mission + any motorway tolls

<b>Expenses</b>	<b>Educational staff, researchers, doctoral students, research grant recipients, people with specialist education contracts, scholarship recipients, students and other external parties</b>	<b>Directors, expert staff, technical and administrative staff and foreign-language experts (CEL)</b>
Own car	Allowance per kilometre of 1/5 of the cost of unleaded petrol + motorway tolls + parking costs up to €20.00 per mission.	Reimbursement shall be for the equivalent of a distance train ticket
Airport parking	Up to €100.00 per mission.	Up to €10 per day.

#### Documentation for travel expense reimbursements

Travel expense reimbursements shall be made following presentation of the travel ticket or suitable documentation valid for tax purposes (always including trip details, amount and date).

For air travel, the boarding pass or equivalent documentation is required.

Travel expenses can be reimbursed even when electronic tickets are used.

For low-cost flights, reimbursement can cover additional, duly documented expenses such as, items for lost, stolen or damaged luggage.

A reimbursement can be made for a partially used plane ticket, provided the person requesting the reimbursement submits suitable documentation showing the entire cost for the flight, the cost for the section of the ticket used and the amount reimbursed, and the ticket.

It is possible to reimburse a return ticket, even if only one of the legs was used, with reimbursement of another form of transport for the other leg if it can be documented that such a purchase was better value (internet printout in which the price of the leg is indicated or statement from a travel agent).

Travel expenses for tour packages are eligible for reimbursement. In such cases, reimbursement shall be made on submission of an invoice from the tour operator showing the services provided and paid for, with the attached plane ticket (potentially in electronic format) and boarding passes.

Staff members on a mission shall be reimbursed for agency fees, provided these are justified through submission of an invoice or receipt.

Where a staff member is using his/her own vehicle, the kilometres travelled shall be for the distance between the place of employment and the location of the mission. If the departure or arrival location is not the same as the place of employment or usual residence, then that calculation shall be used if it is in favour of the administration.

Cars can be used for missions abroad, without prejudice to the limits established for missions in Italy.

### **ARTICLE 11 - Other reimbursable expenses for missions in Italy**

The following expenses, in addition to travel costs, can be reimbursed:

1. Board and lodging;
2. Expenses for various ancillary expenses;

within the limits and according to the methods indicated below.

#### **1 - BOARD AND LODGING**

The following can be reimbursed within the limits indicated:

<b>Expenses</b>	<b>Class 1 For all staff</b>
Meals	For missions between 6 and 12 hours, reimbursement for a single meal a day; for missions of more than 12 hours, reimbursement for two meals a day. In both cases, the daily limit is €60.00.
Accommodation	Limit of €200.00 a night

For meals, expenses for supermarkets, markets and shops are acceptable. Only the costs for food shall be reimbursed, excluding alcoholic beverages, and without prejudice to the limit indicated above.

Reimbursement for meals and accommodation requires submission of full receipts or invoices in the name of the person who used the services, except where it is possible to determine the direct correlation between the proof of expense documents and the mission. For meals, it is

acceptable to submit receipts in place of invoices or full receipts, as per the current tax laws on the certification of costs.

Where a receipt or equivalent shows charges for more than one person, then the equivalent of a single charge shall be reimbursed, calculated by dividing the total cost of the charge by the number of people. In this case, at least one of the people involved must be part of the University and the documentation submitted for the reimbursement must include the original receipt

For missions in excess of 12 hours and in especially inconvenient locations (e.g. sampling, educational excursions etc.), reimbursement can be made for packed meals.

Where missions are authorised but not conducted due to serious health, family or work reasons that are duly documented, those expenses already incurred can be reimbursed, provided these will not be refunded by the party they were purchased from, as can any penalty charges applied.

### 2 – ANCILLARY SERVICES:

Up to a daily limit of €30.00, reimbursement can be made for the following expenses:

- Voice and data connection
- Post, telegraph and fax;
- Laundry;
- Photocopies;
- Luggage storage;
- Bank charges;
- Stationery;
- Handouts, brochures and printing.

### 3- ENROLMENT FEES:

(As an exception, in the sole case in which the University cannot advance the payment)

The following can be reimbursed:

- Enrolment fees for a conference, on presentation of a receipt or an equivalent, original document issued by the organising secretary for the conference;
- Enrolment fees for associations, tutorials, and scientific work submission and assessment fees, provided these are necessary for the enrolment in the conference and on submission of suitable supporting documentation valid for tax purposes.

### **ARTICLE 12 - Other reimbursable expenses for missions abroad**

The list of the reimbursable expenses varies according to the reimbursement method chosen (expense reimbursement or alternative reimbursement).

The expense reimbursement method covers not only travel costs, but also:

- Meals and accommodation;
- Mandatory vaccinations;
- Visas;
- Expenses for additional services.

The limits for such expenses are indicated in the table below:

Expenses	For all staff
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Accommodation	Limit of €250.00 a night.
Meals	For missions between 6 and 12 hours, reimbursement for a single meal a day; for missions of more than 12 hours, reimbursement for two meals a day. The maximum limit is indicated in the tables.
Vaccinations	Up to €100.00
Visa	Allowed
Handouts, brochures and printing	Up to €300.00
Expenses for the services indicated in Article 11), point 2	A daily limit of €45.00

For the reimbursement of these expenses, the rules in Articles 10 and 11 shall be applied.

#### ENROLMENT FEES:

(As an exception, in the sole case in which the University cannot advance the payment)

The following can be reimbursed:

- Enrolment fees for a conference, on presentation of a receipt or an equivalent, original document issued by the organising secretary for the conference;
- Enrolment fees for associations, tutorials, and scientific work submission and assessment, fees provided these are necessary for the enrolment in the conference and on submission of suitable supporting documentation valid for tax purposes.

The alternative reimbursement method uses a lump sum payment where the following conditions are met:

- Prior authorisation for the payment of a lump sum;
- Mission lasting more than one day, including travel time.

The lump sum is paid in accordance with the table annexed to these rules, for each 24-hour period of mission. In the case of the continuation of a mission for a period of no less than 12 consecutive hours, then an additional sum shall be paid, as a share of reimbursement. This shall be equal to half of the amounts calculated using the annexed table for the continuation period.

Using the alternative method means there is no reimbursement for board and lodging, urban transportation, transport to stations, airports or ports, or for taxis used during the mission.

When the alternative method is used, the following can also be reimbursed;

- Mandatory vaccinations;
- Visas;

within the limits and according to the methods indicated in Articles 10 and 12.

Alternative reimbursement shall not be paid when accommodation is provided by the University or another Italian or foreign entity or organisation.

### **ARTICLE 13 – Mission advances**

University staff sent on a mission can receive a mission advance as follows:

#### **Mission in Italy:**

For missions of more than two days, the relevant person can ask for a 75% advance of the overall amount owed for the reimbursement of mission expenses.

#### **Missions abroad for longer than 24 hours:**

Where reimbursement is only for documented expenses, the advance shall be for the cost of the accommodation.

Where alternative reimbursement is used, the advance shall be for the travel costs (excluding urban and inter-city transport and taxis) and 90% of the lump sum payable as alternative reimbursement in accordance with the annexed tables.

The request for an advance must be received by the relevant office at least 15 days prior to the start of the mission.

Staff who receive such advances must, on completion of the mission, promptly provide the administration with all the documentation necessary for settling the mission.

### **ARTICLE 14 - Mission settlement**

Upon completion of a mission, the relevant person must fill in and sign a summary of all the mission details and all other documentation required to check a mission.

The mission head must authorise reimbursements pursuant to Article 7 above.

Requests for reimbursement cannot be accepted more than two years after the mission.

### **ARTICLE 15 - Final and interim rules**

For all matters not covered by these rules, reference shall be made to statutory laws and regulations as well as to the Rules for the Administration, Finances and Accounting at the University, were compatible.

These Rules shall not apply when the expense reimbursement and any allowance for transfers are governed within the framework of specific projects that have their own rules for the payment of expenses.

These Rules shall take effect from 1 January 2016.

THE RECTOR  
Prof. Maria Cristina Messa