

GUIDELINES FOR CORRECT MISSION REIMBURSEMENT

References and Forms

- Mission Regulations: [regulations](#)
- Mission Documents – Department of Computer Science Website: [documents](#)

Guidelines

1. **Exclusive use** of the **forms published on the DIB website** (mission forms, see above);
2. **Mission authorization** must be submitted **before departure**, fully completed with all the required information, and after verifying that sufficient funds are available in the indicated funding source;
3. **Personal data form** (in block letters) must be **submitted the first time** and **subsequently whenever there are changes to the information provided** (e.g., IBAN/address/position). **Indicate the annual income**;
4. **Information notice** on the **processing of personal data**;
5. **Order of the documents** submitted for reimbursement:
 - a) **Proof of attendance or invitation to the event** (including for the period abroad);
 - b) **Printed boarding passes** (even if reimbursement for the trip is not requested);
 - c) **Declaration of exclusivity** (available on the website);
 - d) **Invoice/receipt for registration** to the conference/school/etc.;
 - e) **Hotel invoice/receipt** (max €250 per day + tourist tax), indicating the number of days of stay, the number of guests occupying the room (in the case of a double room, it must be specified that it was used for single occupancy), and the services used (breakfast, bar, laundry).
Breakfast at the same hotel may be reimbursed, within the applicable max amount;
 - f) **Travel invoice/receipt**, to be downloaded even when the purchase is made online. Do not attach advertising materials or lists of services offered. **ONLY the description and cost of the purchase**;
 - g) **Taxi receipt** (the route must be indicated) **with authorization** (available on the website), **indicating only the reasons provided for by the Regulations**;
 - h) **Meal receipts** (€80 total in Italy / max amount for abroad, see the Regulations);
 - i) **Bank statement for expenses incurred in foreign currency**;
 - j) **Excel reimbursement summary**, indicating the total amount of the expenses listed.

Clarifications

1. a) and b) **MUST ALWAYS be attached** to the mission reimbursement request;
2. e) If the accommodation is booked through Booking, **download the receipt**;
3. f) **Travel does not include additional services** (e.g., paid check-in) **and does not include insurance of any kind, including health insurance**. The only exception applies to countries where no healthcare agreements are in place (consult salutr.gov.it/assistenza-sanitaria and print the relevant documentation);
4. The **travel route must be direct**, without unnecessary stops. Departure should take place **1 day before the event** and return **1 day after** the event, starting from the **place where the service is provided**. If you anticipate or postpone your departure, you must print the travel costs for the

permitted days and for the days on which you intend to travel, to demonstrate that the cost is the same. In this case, request **prior authorization**, explaining the reason for the chosen travel dates;

5. h) **Meal receipts**, in **chronological order**, must be stapled to a sheet of paper. They must be **itemized**, i.e., indicate the number of people and the items/meal consumed. Individual receipts should preferably be used. If expenses are shared, attach a **declaration specifying the amounts to be reimbursed** and a photocopy of the receipt. Meals are permitted from the **departure airport to the mission destination, NEVER at the place of service and NEVER after returning to the place of service**;
6. i) **Highlight on the bank statement** the expenses incurred in euros, assigning a number to each expense. The bank statement must clearly show the **account holder and account number** (last digits).

IN ADDITION:

- The **mission in Italy always requires traceability of every expense**;
- Any **urban and non-urban bus tickets** (to/from the airport) must be **stapled to an A4 sheet and described**, especially when used **abroad**;
- **Anything that is not explicitly in Italian must be translated**;
- The **mission starts at the place of service and continues to the departure airport/station (no taxis, no car parking, public transportation only)**;
- With the **scholarship increase, only the round-trip travel and conference registration** may be **reimbursed (NO meals, accommodation, or urban transportation)**;
- Submit a **declaration for any deviation from the Regulations** (travel/shared meals), which must be **signed by the Coordinator and the Director**. Indicate "Seen and approved" by the Coordinator/Director (see the forms available on the website);
- **If you lose any document, submit a declaration** (available on the website), attaching the **bank statement and a report filed with the relevant authority**;
- **If PNRR or PRIN PNRR funds are used, the forms to be used are different and are indicated on the website**;
- The **reimbursement statement** must be **fully completed and signed by the person undertaking the mission and by the person responsible for the funding**. Travel segments from one location to another (no taxi or bus); if reimbursement for the travel is not requested, indicate the means of transportation provided on the statement.