



Università
Ca' Foscari
Venezia

UNIVERSITY WORK MISSION REGULATIONS

Article 1: Scope

1. These Regulations lay down the rules for the performance of work missions by the staff of Ca' Foscari University of Venice as defined in Article 2 below.
2. 'Work mission' means the performance of an activity in the interests of the University in a location that is not the individual's customary place of employment, whether in Italy or abroad.
'Customary place of employment' means the territory of the municipality where the organisational structure employing the individual is based or where the individual operates pursuant to assignment by the relevant governing entity, to contract or to the teaching, research, or service activity giving rise to status as "authorised staff" as explained in Article 2 below. The customary place of employment may also be another location where staff habitually carry out their teaching, research or service activity pursuant to an official act issued by the University.
3. Transfers of staff from the assigned place of employment to other university sites (including sites located outside the municipality where their organisation structure is based) shall not be classified as work missions although they entitle staff to reimbursement of travelling expenses for the use of public transport.
4. Service carried out outside staff's customary place of service but within the Municipality where their organisation structure is based shall not be classified as work missions although it does entitle staff to reimbursement of travelling expenses for the use of public transport.
5. In the cases governed by paragraphs 3 and 4, staff may use their own car provided that they can prove that it would be cost-effective to do so.

Article 2: Authorised staff

1. Work missions may be carried out by employees of Ca' Foscari University.
Subject to what is established below, staff on leave or sabbaticals may not go on work missions, unless they have been given particular assignments to be carried out exclusively on behalf of the University.
Teaching staff authorised to carry out exclusive research activities under paragraph 1 of Article 17 of the Presidential Decree no. 382/80 (staff on their so-called "sabbatical year") and under Article 10 of Italian Law 311/58 (staff on leave for exceptional justified reasons linked to study or research requiring a stay abroad), who are recipients of research funds or official members of research groups in relation to work missions directly linked to the research programme concerned, may also go on work missions.
Professors or researchers on leave under Article 7 of the Italian Law no. 240 of 30.12.2010, who have maintained ownership of projects and relative funding from subjects other than the University, may also go on work missions.
2. The following categories of staff who are not employees of the University may be sent on work missions to carry out activities in the interest of the University, including:
 - a) employees of other Universities, including universities abroad, and of other state and public administrations;
 - b) PhD students, recipients of scholarships and fellowships;
 - c) service suppliers;
 - d) any other person who may be included in research programmes under the law;
 - e) any other person officially entrusted to carry out activities in the interest of the University.

3. In the case of assignment/authorisation conferred upon persons with motor disabilities, the individual concerned may request the presence of an accompanying person who is entitled to the same reimbursement of expenses as the individual going on the work mission. Requests for accompanying persons must be noted in the mission authorisation and the relative supporting documents must be made out in the accompanying person's name.

Article 3: Work mission assignment and authorisation

1. Assignment and authorisation to go on a work mission must be made by means of an administrative act in writing, which is generally drawn up and managed in electronic form prior to the start of the mission concerned. Mission authorisation follows assignment of individuals as described in sections a) to e) of paragraph 2 of this Article or is given at the request of the individual concerned.

Assignment and authorisation are required even in the case of work missions involving no expenses or when expenses are reimbursed by third parties.

The act of authorisation must include the relevant payment details to which eventual expenses to be borne by the University are to be charged, certifying coverage thereof.

2. The assignment and authorisation to go on a work mission will be given by the following:
 - a) the Rector, in the case of teaching and research staff going on work missions to carry out institutional duties in the general interest of the University
 - b) the Head of Administration, in the case of management and technical-administrative staff assigned to the organisational units directly under him/her;
 - c) the Director of the organisational units, in the case of technical-administrative staff assigned to such units and in the case of technical-administrative staff of structures that he/she is responsible for coordinating;
 - d) the Head of Department, in the case of department teaching, research and secretarial staff;
 - e) the Director of independent structures (not Departments), in the case of staff belonging to these structures;
 - f) the Secretary of structures with decision-making powers, in the case of technical-administrative staff assigned by the said structures when he/she has HR management responsibilities; in all other cases and in the event that the Secretary is absent or unavailable, this responsibility will fall to the Director of said structure.

The assignment and authorisation of staff who are not employees will be given by the head of the structure where said member of staff carries out his/her activity, as laid down in the previous points.

The issue of authorisation presupposes the prior approval of coverage of the relative expenses and confirmation of the University's exclusive interest as well as of the consistency between the purpose of the mission and the aims for which funding was allocated.

In the case of work missions using earmarked funds, the assignment must also be authorised by the fund holder.

Work missions carried out by the Rector, Vice-Provosts, Department Heads, Centre Directors, Heads of Schools, and Head of Administration as part of the official duties do not require authorisation just approval of expense coverage by means of a signed mission assignment.

Department Heads authorising work missions involving department teaching staff must take into account the impact that this will have on duties connected to teaching and provision of student services so as to ensure the smooth running of teaching activities.

3. The assignment/authorisation document must contain the following information:
 - a) name, surname and tax code;
 - b) rank;
 - c) organisational structure to which the individual concerned belongs;

- d) work mission location;
- e) presumed start and end dates of work mission;
- f) presumed start and end times of work mission;
- g) purpose of the work mission;
- h) means of transport that will be used (with suitable justification in case of use of extraordinary means of transport);
- i) Option establishing whether to reimburse expenses against receipts or to use the flat rate system for work missions abroad (see Article 5 paragraph 3.);
- j) presumed cost of mission to be reimbursed in the case of work missions not funded by the University;
- k) funds covering expenses. The aim of the mission must be consistent with the purpose of the earmarked funds guaranteeing coverage.

Article 4: Duration of mission

1. Employees will be considered to be participating in a work mission from the time of departure from their place of employment or usual place of residence until the time of their return. With reference to departure from the employee's usual place of residence, the conditions laid down in Article 6 paragraph 2 below shall apply for the purposes of reimbursement.
2. Reimbursement of successive work missions carried out in the same place shall be made for a maximum of 240 days in the case of work missions in Italy, reduced to 180 days in the case of work missions carried out abroad.
3. Authorised staff are usually required to return home if the work mission lasts less than 4 hours or if, in the case of longer work missions, the destination is less than a 90-minute journey away by train or bus. The work mission will begin no more than one day prior to the start of the activity and end no more than one day after the completion of the activity in the event that it should prove impossible to leave and/or return on the same day (due to transport timetables, the activity times, necessity or cost-effectiveness).

Article 5: Reimbursement procedures

1. '*Reimbursement of expenses*' means the refunding of costs incurred for work missions carried out in compliance with the above Articles.
2. All work missions provide for reimbursement of travel expenses in accordance with the procedures laid down in Article 6.
3. Reimbursement of other mission-related expenses will take place according to different procedures distinguishing between:
 - a) work missions carried out in Italy;
 - b) work missions abroad.

In the case of work missions in Italy, non-travel expenses will be reimbursed against receipts for the amounts specified and according to the procedures laid down in Article 7 below.

In the case of work missions abroad, non-travel expenses will be reimbursed according to one of the following systems (specified by claimant):

 - a) reimbursement against receipts (regulated by Article 7 below);
 - b) flat rate reimbursement (regulated by Article 8 below).

The claimant must specify their preferred reimbursement system when requesting authorisation. Should no preference be expressed, reimbursement will be carried out using the flat rate reimbursement system described in Article 8.

Only one reimbursement system may be chosen per mission.

Drivers participating in work missions as part of their duties will be reimbursed against receipts.

4. Expenses will be reimbursed in accordance with the procedures in force at the University after the claimant has submitted to the Administration a computer-generated expense statement with authenticated signature (or alternatively an expense statement in writing). The statement must contain the following information:
- a) claimant's name, surname and tax code;
 - b) rank;
 - c) structure employing the claimant;
 - d) mission location;
 - e) effective start and end date of mission;
 - f) effective start and end time of mission (for all staff);
 - g) purpose of mission;
 - h) preferred reimbursement option requested at time of authorisation (reimbursement against receipts or flat rate reimbursement for work missions abroad);
 - i) list of supporting documents for travel expenses attached as originals (or scanned and uploaded);
 - j) list of supporting documents for meals and accommodation attached as originals/scanned and uploaded (in case of reimbursement against receipt);
 - k) list of supporting documents for incidental expenses attached as originals/scanned and uploaded (in case of reimbursement against receipt);
 - l) any other document or declaration that can help assess whether expenses listed in the statement are relevant and allowable.
 - m) fund that will cover these expenses;
 - n) eventual further documentation requested by the funding agreement in the event that mission costs are to be borne by accountable projects.

In the case of supporting documents issued in exclusively electronic form, reimbursement can be obtained by merely submitting the document in question. Documentation must be submitted even in the case of expenses met directly by the University.

The transmission of documents for the purpose of reimbursement and their storage will take place following acquisition of such records in digital format. This regulation shall be implemented in accordance with the transitional provisions described below (Article 15). Transmission in digital format must be accompanied by a declaration in which the claimant undertakes not to request reimbursement for the same expenses submitted to the University from other bodies, whether public or private.

The statement should generally be submitted within 20 days of the end of the work mission. Upon expiry of this period, the Administration reserves the right to reimburse expenses according to a time frame meeting its organisational and management needs.

5. For the purposes of establishing reimbursement, staff will be classified in accordance with Table 1.
6. Category 2 staff sent on a mission to accompany and work with staff with a higher mission classification shall be entitled to the same level of reimbursement as staff with a higher mission classification.
7. For reasons of efficiency and cost-effectiveness, staff sent on work missions are required to use transport, catering and accommodation services offered by suppliers that have signed agreements with the University.
8. In the case of work missions that are cost items in funded projects or in relation to specific conventions, the University's internal regulations concerning conditions laid down by third-party funders shall prevail, provided this does not compromise the delivery of funds at the expense of University interests.

9. If there are University regulations specifically governing specific sub-categories of individuals (see Article 2 paragraph 2), they will prevail over the rules laid down in these regulations.
10. Expenses may only be claimed if they are pertinent to the mission.
11. Work missions are strictly personal meaning that the statement may not contain expenses paid on behalf of others.

Article 6: Reimbursement of travel and transport expenses

1. 'Travel expenses' mean expenses resulting from travel to and from the location of the mission. 'Transport expenses' mean expenses resulting from travelling in the urban area where the mission takes place and to reach railway stations, airports and ports.

2. Calculations for the reimbursement of travel expenses will consider the claimant's customary place of employment as the point of departure and return. Reimbursement on the basis of departure/return from the claimant's place of residence will only be made if this address is closer to the mission location than the claimant's customary place of employment or if this does not involve additional costs – any exceptions to this rule arising from scheduling needs and/or type of transport dictated by the mission requirements must be duly justified and documented.

In the event of exceptional circumstances arising from objective service needs, the University may decide to authorise a departure or return from a place other than the place of employment or the claimant's usual place of residence.

Should the claimant, for personal reasons, intend to leave or return on a day other than the day authorised by the mission, their ticket will be reimbursed for the lesser amount between the actual ticket cost and the cost of the ticket on the authorised mission start/end date. The claimant must provide proof that this will not involve greater costs being charged to the University.

3. Staff sent on work missions are entitled to reimbursement of expenses for the use of the following forms of transport (conditions are specified below):

- a) train, ship, and intercity buses, according to the procedures laid down in paragraph 4;
- b) aeroplane, according to the procedures laid down in paragraph 5;
- c) lease vehicles, according to the procedures laid down in paragraph 6;
- d) the claimant's own private car, according to the procedures laid down in paragraph 7;
- e) vehicles owned by the University Administration, according to the procedures laid down in paragraph 8.

4. *Reimbursement of expenses for travel by train, ship and intercity buses*

In the case of travel by train or ship, reimbursement of expenses effectively incurred will be limited to the cost of the ticket.

In the case of travel by train, in addition to the reimbursement of their ticket, claimants are also entitled to reimbursement of eventual expenses for:

- sleeping berths;
- compulsory surcharges;
- seat reservations;
- luggage storage.

In the case of travel by ship, in addition to the reimbursement of their ticket, claimants are also entitled to reimbursement of eventual expenses for:

- reservations;
- travel taxes.

In the case of intercity bus, claimants are entitled to reimbursement of ticket cost only.

To claim reimbursement of travel expenses, claimants must produce their original ticket. If no price is indicated on the ticket, they must attach a statement from the agency that issued the ticket or the payment receipt. Travel agency booking fees will also be reimbursed, provided they are documented. Tickets purchased using the ticketless system will also be reimbursed. In this case, proof of purchase is the electronic ticket bought online.

5. ***Reimbursement of expenses for air travel***

Air travel, both domestic and international flights, will be reimbursed for economy class. Business class is only acceptable for transcontinental flights lasting over five hours.

To claim reimbursement of travel expenses, claimants must produce either an original or electronic ticket accompanied by a boarding pass (including boarding passes from online check-ins).

If no price is indicated on the ticket, they must attach a statement from the agency that issued the ticket or the payment receipt. Travel agency booking fees will also be reimbursed, provided they are documented.

6. ***Reimbursement of expenses for lease vehicles***

Lease vehicles are to be considered extraordinary means of transport, in the sense that their use in lieu of public transport must be justified by means of signed declaration stating that this is one of the exceptions provided for (see paragraph 9 below). No declaration is required in the case of work missions carried out by staff exempt from authorisation under paragraph 2 of Article 3 above.

To claim reimbursement of travel expenses, claimants must produce an invoice or receipt showing the cost of the lease made out in their name.

Motorway tolls will also be reimbursed following production of the relevant documentation. Parking fees will also be reimbursed against the appropriate documentation.

7. ***Reimbursement of expenses for the use of the claimant's own car***

The claimant's own car is to be considered extraordinary means of transport, in the sense that its use must be authorised beforehand and justified by means of signed declaration stating that this is one of the exceptions provided for (see paragraph 9 below). To this end, the use of the claimant's own car must be indicated in the authorisation provided under Article 2.

No declaration is required in the case of work missions carried out by staff exempt from authorisation under paragraph 2 of Article 3 above.

Authorisation to use the claimant's own car will only be issued following receipt of a declaration by the claimant releasing the Administration from any liability for claims resulting from the use of the car. Authorisation to use the claimant's own car shall be subject to the prescribed insurance cover imposed by Article 8 of the Presidential Decree no. 319/90. Claimants taking out insurance cover shall abide by the provisions laid down by the administration and connected to the specifics of the insurance policy.

Claimant's using their own car without prior authorisation shall not be entitled to reimbursement of travel expenses.

Staff authorised to use their own car are entitled to travel mileage calculated according to the latest tables issued by the Italian Automobile Club. Claimants must declare under their own responsibility how many kilometers they have driven.

Motorway tolls will also be reimbursed following production of the relevant documentation. Parking fees will also be reimbursed against the appropriate documentation.

8. ***Reimbursement of expenses for use of vehicles owned by the University Administration***

Claimants are not entitled to reimbursement of mileage for travel using vehicles supplied by the University Administration.

Motorway tolls will be reimbursed following production of the relevant documentation. Parking fees will also be reimbursed against the appropriate documentation

9. **Standard rules for use of extraordinary means of transport**

In order to justify use of vehicles described in paragraphs 6 (lease), 7 (own car) and paragraph 3 of Article 7 (taxi in urban context), one of the following conditions must be fulfilled:

- a. cost-effectiveness; cost-effectiveness must be demonstrated by comparing the total expense (travel expenses, eventual meals and/or accommodation) resulting from use of the ordinary means of transport and the equivalent expense resulting from use of the extraordinary means of transport; claimants should supply all information useful for the purposes of comparison in their request;
- b. no rail transport or other public transport services to the location of the mission;
- c. need to reach the mission location rapidly due to particular service requirements or necessities that must be properly documented or preferably declared in detail at the time of authorisation;
- d. need to transport fragile and/or bulky materials and/or equipment necessary for the performance of the service;
- e. public transport strike;

Claimants using their own car can claim mileage for the journey between the place of departure/ return as described in paragraph 2 of Article 6 and the location of the mission.

At the time of authorisation or payment, the entity in charge shall check that proposals submitted by claimants under sub-section a) meet these conditions (cost-effectiveness).

10. Reimbursable travel expenses include books of daily or multiple tickets (only tickets used will be reimbursed).

11. **Reimbursement of expenses for the use of a taxi in an urban context**

Taxis are considered as extraordinary means of transport meaning their use in lieu of public transport, must be properly justified by means of signed declaration showing that the conditions described in paragraph 9 of Article 6 have been met. No declaration is required in the case of work missions carried out by staff exempt from authorisation under paragraph 2 of Article 3 above.

Without prejudice to the justification required (see above), taxis may be used in urban contexts for travel to and from airports, stations and ports, in Italy and abroad, and to the location of the mission. Taxis may be used for transport in the urban area up to a maximum daily limit of €25. This limit may be exceeded for safety motives between 9 o'clock at night and 7 o'clock in the morning or in foreign countries where travelling on public transport is known to be risky.

Article 7: Reimbursement against receipts for meals, accommodation, and incidental expenses

1. Staff sent on work missions are entitled to reimbursement of the following items of expense:
 - a) meals, according to the procedures laid down in paragraph 2;
 - b) accommodation, according to the procedures laid down in paragraph 3;
 - c) incidental expenses, according to the procedures laid down in paragraph 4.

2. **Reimbursement of expenses for meals**

Participants in work missions in Italy are entitled to reimbursement for meals, including snacks, up to a daily limit of €80 for Category 1 staff (Table A) and €65 for Category 2 staff (Table A); for work missions lasting under 12 hours these limits are halved, becoming €40 and €32.50, respectively. Meals will not be reimbursed for work missions lasting under four hours.

In the case of work missions abroad, daily limits for reimbursement of meals are established according to geographic area as shown in Table 2B.

Claims for reimbursement of meals must be supported by a headed restaurant receipt stating the amount and reason for the payment. Service charges supported by documentation will also be reimbursed.

Staff may also purchase groceries for the same daily limits (according to category). In the case of work missions lasting over one day, claimants can divide their total expenses by the number of remaining days provided the daily limit is not exceeded. Claims for reimbursement must be supported by documentation specifying the items purchased as evidence that the type and quantity of groceries purchased can be considered equivalent to meals as described in the first indent of paragraph 3.

3. **Reimbursement of expenses for accommodation**

Accommodation expenses may be claimed up to a daily limit of €200 for Category 1 staff (Table A) and up to €150 for Category 2 staff (Table A); expenses exceeding these limits are admissible provided the circumstances making this necessary are properly justified and documented.

Double rooms for single use may also be reimbursed.

Accommodation expenses may include breakfast. If the cost of breakfast is not included in the room cost, breakfast will be reimbursed within the limits laid down for reimbursement of expenses for meals.

On no account will minibar services be reimbursed.

Should it prove more economical than a hotel stay, staff may stay in a service flat or other non-hotel accommodation provided the expense does not exceed the daily limits laid down for accommodation. In this case too they must produce supporting documentation in the form of a contract, invoice or receipt of payment.

Claims for reimbursement of accommodation expenses must be supported by documentation consisting of an invoice or receipt made out to the person undertaking the mission. This requirement also applies in the case of online purchase of accommodation through a hotel search portal. The document must have a unique identification number, the details of the service provider, VAT number and/or tax code, amount, number of nights, name of guest, number of guests, and any meals consumed. It may also be issued by the travel agency.

4. **Incidental expenses**

Claims may also be submitted for the reimbursement of the following incidental expenses directly connected to the performance of the mission:

- a. expenses for consular visits;
- b. tourist taxes;
- c. cost of compulsory vaccinations and medication for prophylaxis;
- d. health insurance covering medical, pharmaceutical and hospital expenses in non-EU countries that do not have agreements with the Italian Ministry of Health.
- e. tips, if compulsory;
- f. photocopies, prints, posters, lecture notes, pamphlets;
- g. cost of telephone and Internet connection;
- h. laundry expenses;
- i. cost of transporting materials
- j. foreign exchange charges.

Documentation lacking information such as the amount paid, date, or drawn up in a language other than English, French, German and Spanish must be accompanied by additional explanatory declaration signed by the claimant and drawn up under the Presidential Decree no. 445/2000. This declaration will be accepted for the purposes of reimbursement provided the direct correlation between the documents submitted and the mission carried out is clearly detectable.

Article 8: Flat rate reimbursement

1. In the case of work missions abroad lasting more than one day, participants may opt for a “flat rate reimbursement” system instead of reimbursement against receipts (described in Article 7 above). This system involves payment of a flat rate for every twenty-four hours of the mission consisting of a fixed sum laid down in the annexed Table 2C (in addition to documented travel expenses).
2. In the case of continuation of work missions for an uninterrupted period of at least 12 hours, the reimbursement will involve the payment of a further sum equivalent to half of the sum laid down in Table 2C for the period of continuation.
3. Staff staying in accommodation charged to the Administration, to community institutions or to foreign States are not entitled to flat rate reimbursement. However, they can claim for reimbursement of travel expenses and meals provided that these have not been provided free of charge by the Administration or by third parties.
4. Staff receiving the flat rate reimbursement described in this Article are not entitled to any further reimbursement for the use of public transport or taxis used in the course of the mission. This reimbursement system may only be adopted for foreign work missions and must be requested in advance by participants when submitting their application for authorisation to go on the mission.

Article 9: Reimbursement of registration fees for conferences, courses, congresses and exhibitions

1. Registration fees for conferences, courses, congresses and exhibitions during the course of the mission will be reimbursed provided they are related to the purpose of the mission itself.
2. Registration fees for courses, conventions and congresses will be reimbursed following submission of an invoice or registration receipt indicating the amount paid. Expenses for entry to exhibitions or shows will be reimbursed following submission of suitable supporting documents.
3. In the case of registration fees including meals and/or accommodation where it is impossible to separate out the individual items, the reimbursement will be made for the registration fee and meals and/or accommodation will be considered to have been offered free of charge.
4. Membership fees for enrolment in organisations or associations will not be reimbursed as mission expenses unless claimants can prove this will result in an objective benefit for the University Administration.

Art. 10: Electronic credit card

1. Mission participants may use their electronic credit card to pay costs directly charged to the University. The amount available and period of validity of the card are both linked to the duration of the mission.
2. Electronic credit cards may only be used for the purchase of mission-related services such as:
 - a) plane, train or boat ticket;
 - b) hotel services;
 - c) car leasing;
 - d) convention registration.
3. Purchases made using the credit card must be listed in an expense statement submitted with the mission report.

4. The administration of the University responsible for funding the mission must take steps to recover any non-reimbursable expenses paid using the card by withholding them directly from the participant's salary or when paying out remuneration. Non-eligible expenses include expenses a) not included in the above categories; b) exceeding the limits established by these Regulations; c) that are not exclusively personal.
5. In the case of confirmed or suspected theft of credit card details by third parties, the cardholder must promptly inform the Administration so that it can immediately block the card.

Article 11: Cash advances for mission expenses

1. Cash advances for mission expenses will only be granted to participants listed in Article 2 from whom an eventual excess can be recovered by withholding such sums from their salary, remuneration or provision, within the limits of the sums to be paid out. Participants shall make a request for cash advances when submitting their application for authorisation to go on the mission.
2. Staff sent on work missions are entitled to request the following cash advances:
 - a) for work missions in Italy, 75% of the estimated expenses;
 - b) for work missions abroad, in the case of reimbursement against receipts, an amount equivalent to the estimated accommodation expenses;
 - c) for work missions abroad, in the case of flat rate reimbursement, an amount equivalent to the estimated travel expenses plus 90% of the maximum allowable expenses laid down in Table 2C.
3. Cash advances may not be requested for estimated expenses under €100.
4. Requests for cash advances, which must include information useful for the purposes of quantification, must be sent to the Administration at least 10 working days prior to the mission start date. Later requests will only be accepted in exceptional cases of proven urgency.
5. After completing their mission, staff who have requested and obtained a cash advance must promptly, and no later than 15 days after the end date of the mission, send the Administration all the documentation necessary to wind up the mission. In the event of failure to submit documentation relative to the mission within the deadlines laid down, the Administration reserves the right to recover any cash advance paid out by withholding such amounts directly from the salary, remuneration or provision at the time of the first disbursement.
6. Staff who have obtained a cash advance for a mission in which they were unable to participate must return the advance received within 10 days of the date on which the mission was due to start. In the event of failure to return the cash advance within this deadline, the Administration reserves the right to recover this sum as described in the previous paragraph.
7. Cash advances shall not be paid out to staff failing to comply with the above paragraphs until said staff have not undertaken to meet the conditions laid down.
8. Cash advances are usually considered as a subordinate form of payment to be used as an alternative to the electronic credit card and not in addition to it.

Article 12: work missions that are not carried out or interrupted

1. In the case of work missions that are not carried out, the staff concerned must take every necessary action to ensure refund of expenses from service providers.

2. Staff providing sickness certification or proof of institutional reasons for their failure to participate may claim expenses that have not been refunded or only partially refunded as well as eventual administration fees from the University.
3. Work missions that are not carried out or interrupted for institutional reasons must be formally attested by the Administration.

Article 13: Self-certification

Claimants unable to produce original supporting documentation (with the exception of electronic tickets for travel) must provide signed self-certification drawn up in accordance with the Presidential Decree no. (DPR 445/2000).

Article 14: Limitation period

Reimbursement of mission expenses is subject to the limitation period laid down by law.

Article 15: Transitional and final provisions

The transmission of documents for the purpose of reimbursement following their acquisition in digital format as provided for in paragraph 4 of Article 5 is subject to the availability in the University of the equipment required for implementation of this procedure in compliance with current legislation. Pending the introduction of these new procedures, documentation will continue to be acquired in paper form.

TABLES ANNEXED TO THE REGULATIONS

TABLE 1 - Staff category

CATEGORY	RANK
1	FULL PROFESSORS AND ASSOCIATE PROFESSORS
	RESEARCHER
	MANAGERS
	TECHNICAL ADMINISTRATIVE STAFF (CATEGORIES D - EP)
	LANGUAGE ASSISTANT
	SERVICE SUPPLIER (CATEGORY EQUIVALENT TO D OR HIGHER)
	EXTERNAL FACULTY MEMBER / HIRED PROFESSOR
	RESEARCH GRANT HOLDERS (Marie Curie Individual Fellowship or similar programmes)
	TECHNICAL ADMINISTRATIVE STAFF (CATEGORIES B - C)
2	OTHER RESEARCH GRANT HOLDERS
	SCHOLARSHIP HOLDERS
	DOCTORAL STUDENTS
	SERVICE SUPPLIER (CATEGORY EQUIVALENT TO C OR UNDER)

TABLE 2 - Country classifications and maximum allowable expenses

Table 2A - Classification of foreign countries by area	
Area	Countries
A	Afghanistan Iran Bulgaria Australia Malta Nauru Rep. Papua New Guinea Greece Spain Portugal Eritrea Ethiopia Gibuti România Hungary Rwanda Syria Somalia Uganda Zimbabwe Botswana Burundi Mozambique Cyprus Comoros
B	Spain-Madrid Kyrgyzstan

	Latvia Azerbaijan Lithuania Moldavia Russia-Russian Federation Tajikistan Turkmenistan Ukraine Uzbekistan Belarus Estonia Georgia Armenia Kazakhstan Canada Slovakia Czech Republic Egypt Ireland Kiribati New Caledonia New Zealand Solomon Islands Samoa Tonga Tuvalu Vanuatu Costa Rica Fiji Madagascar Malawi Maldives Mauritius Monaco Seychelles Zambia Iraq Kenya Pakistan Bangladesh Sri Lanka Uruguay Angola Finland Lesotho Mexico Namibia Poland South Africa Swaziland Tanzania Chile Cuba Jamaica Guatemala Honduras Iceland Republic of China Finland - Helsinki Nepal India	
C	Bahamas	

	<p>Nicaragua Barbados Saint Lucia Saint Vincent and the Grenadines Belize Bhutan Colombia Dominican Republic Dominica El Salvador Grenada Haiti Israel Sudan Malaysia Philippines Hong Kong Macedonia Paraguay Serbia and Montenegro Slovenia Albania Myanmar Bosnia and Herzegovina Taiwan (ROC) North Korea Croatia Ecuador Jordan Sweden Norway Morocco Mongolia Panama Tunisia South Korea France United Kingdom Liberia Singapore Benin Cambodia Argentina Denmark Peru Thailand Bolivia Indonesia Russia - Moscow Turkey</p>	
D	<p>Mali Niger Senegal Togo Burkina Faso Algeria Cape Verde Vietnam United Kingdom - London Sierra Leone Cameroon Central African Republic</p>	

	Chad Suriname Trinidad and Tobago Venezuela Brasil Guyana Luxembourg Belgium Laos Democratic Republic of the Congo Côte d'Ivoire Ghana France - Paris Libia Mauritius Nigeria São Tomé and Príncipe Congo (ex-Zaire) Gabon Gambia Guinea Guinea-Bissau Equatorial Guinea	
E	Belgium - Brussels Yemen Kuwait United States of America Bahrein Oman Qatar Saudi Arabia United Arab Emirates Japan Austria	
F	United States - Washington Germany Netherlands United States - New York	
G	Liechtenstein Germany - Bonn Germany - Berlin Lebanon Austria - Vienna Japan - Tokyo Switzerland Switzerland - Geneva Switzerland - Bern	

Table 2B - Maximum allowable expenses for meals abroad

AREA	CATEGORY 1	CATEGORY 2
A	60	40
B	60	40
C	60	45
D	70	60
E	80	65

F	85	70
G	95	75

Table 2C - Maximum flat rates reimbursed for work missions abroad

AREA	CATEGORY 1	CATEGORY 2
A	120	120
B	120	120
C	120	120
D	125	125
E	130	130
F	140	140
G	155	155