



## FAQ – GUEST SPEAKERS

(approved by the Board resolution on 19/06/2024)

### What documents should I send to the Department Administrative Office?

Once contacted by the Administrative Office, you will need to complete and send the following documentation to [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it):

1. Personal data form
2. Copy of a valid passport / ID card (only for EU citizens)
3. Signed letter of appointment
4. Expense reimbursement/compensation form

The **original expense receipts** (such as airline tickets, train or bus tickets, invoices, receipts, hotel bills, restaurant bills, bar bills, etc.) must be attached to the expense reimbursement request form, for expenses incurred (e.g., travel, transportation, accommodation, main meals) for which reimbursement is requested. Please note that in the case of airline tickets, in addition to the ticket itself (personal, with details of the routes and costs), original boarding passes must also be attached.

#### Hard copy documents

If the original hard copy documentation cannot be delivered to the office in person, it should be sent by mail (preferably registered) to:

**Dipartimento di Studi sull'Asia e sull'Africa Mediterranea**  
**Università Ca' Foscari Venezia**  
Segreteria Amministrativa  
Palazzo Vendramin dei Carmini - Dorsoduro 3462  
30123 Venezia (VE)  
ITALY

We recommend scanning the documents before sending in case of loss.

However, scanned documents **are not sufficient for reimbursement**.

#### Digital documents

Digital documents should be sent via email to: [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it)

If possible, the appointment letter and reimbursement request should be signed using a qualified electronic signature (PADES format).

### How will expenses be covered?

Depending on the agreement with the organizers, the following options may apply:

- a. Compensation: taxed at a rate of 20% for individuals tax resident in Italy, or 30% for individuals not tax resident in Italy.



- b. Reimbursement of actual expenses incurred up to the maximum amount specified in the appointment letter.
- c. Compensation plus reimbursement (in which case both are subject to taxation).

### What expenses can be reimbursed?

Eligible expenses include:

- Accommodation expenses
- Meal expenses
- Travel/transportation expenses

Expenses will be reimbursed upon submission of original expense receipts.

**Expense receipts eligible for reimbursement are those with fiscal value, meaning they include the operator's details, their tax code, and the amount paid.**

The following are not eligible expense receipts:

- Receipts for payments made with debit cards
- Online hotel booking receipts possibly accompanied by concurrent payment
- Online payment receipts that do not include the aforementioned information

In cases where an **invoice** or **receipt** is issued, it must be made out to the person making the payment and seeking reimbursement (NOT TO THE DEPARTMENT, NOT TO THIRD PARTIES), and if requested, include their residential address.

#### Accommodation expenses

Depending on agreements with the event organizer, accommodation can be arranged either directly through the events office (typically for conferences) or reimbursed to the guest for expenses incurred. Nel caso di prenotazione autonoma da parte dell'ospite, si consiglia di contattare la Segreteria per avere un elenco aggiornato delle strutture con cui collabora il Dipartimento.

Expenses are eligible within the following approximate guidelines:

- Up to a 3-star hotel
- Within a range of €90 to €250 per night (during peak seasons)

Costs for tourist tax and travel agency fees, if documented, are eligible.

A receipt, invoice, or bill related to the expense incurred must be obtained from the accommodation facility.

#### Meal expenses

Expenses for meals, including smaller meals (breakfasts at cafes, etc.), are allowed up to a daily limit of €100.

Extras (such as aperitifs, breakfasts provided by the hotel) are not allowed.



### Travel/Transportation Expenses

The Department recognizes round-trip travel expenses for guests in two ways, subject to agreement with the organizer:

- Reimbursement of expenses incurred (up to an agreed maximum)
- Direct purchase of tickets by the Department through a travel agency

Normally, the Department reimburses only the cost of public transportation. If taxi or similar services are necessary, the Administrative Office must be informed beforehand, along with reasons for their use, to determine if reimbursement conditions apply.

Criteria for expenses include:

#### Air travel:

Economy class can be upgraded in case of intercontinental flights.

The named travel ticket indicating the route and cost must be presented. For air travel, boarding passes should also be provided. Given that some companies use proprietary apps whose files may not always be accessible from a computer, and others do not retain traces of boarding passes after use, it is recommended to take a screenshot in advance.

#### Train travel:

For train travel, second class is recommended unless a higher class is proven more cost-effective than second class. A named travel document indicating the route and cost is required.

#### Travel with private means:

This method is discouraged.

In exceptional cases, use of private transportation requires a written declaration releasing the Department from any responsibility for its use, and prior agreement with the Administrative Office. If authorized, mileage reimbursement for gasoline is determined based on periodically updated ACI tables, up to the equivalent cost of public transportation.

### How do I request an Italian Tax Code?

To receive compensation, an Italian Tax Code is required.

To allow the Administrative Office to request an Italian Tax Code, you must submit:

- Completed personal information sheet
- Copy of passport (ID document is acceptable only for EU citizens)

The issuance of the Tax Code depends on the response time of the Revenue Agency and, as per received indications, can take up to 20 days. Therefore, **it is necessary to inform the DSAAM events office well in advance.**

### How do I request access to the University's Wi-Fi network?

Information about the University's Wi-Fi network can be found on the following page:

<https://www.unive.it/pag/29847>

Access to the Eduroam federation network is available at university locations.



What is the double taxation convention? How can I apply for it?

Speaker fees are normally subject to withholding tax upon settlement, resulting in taxation both in Italy and in the speaker's country of residence (in income tax filings).

To avoid double taxation, international conventions have been signed between countries.

Speakers can request application of the convention to avoid double taxation:

- If their country is a signatory
- By submitting the provided form to the Administrative Office along with the payment request, completed and stamped by the tax office in their country of tax residence. Different countries have adopted different procedures for requesting/obtaining this stamp.

For more information, please visit the Ministry of Economy and Finance's website:

<https://www.finanze.gov.it/it/Fiscalita-dellUnione-europea-e-internazionale/convenzioni-e-accordi/convenzioni-per-evitare-le-doppie-imposizioni/>



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