

SUMMARY OF INFORMATION - OFF-SITE WORK TRIPS

(UPDATED TO D.R. 06/06/2012 N 7814)

TERM FOR PAYMENT SETTLEMENT REQUEST

THE REQUEST FOR PAYMENT SETTLEMENT MUST BE PRESENTED WITHIN 90 DAYS FROM THE END OF THE WORK TRIP. OTHERWISE THE REQUEST IS INADMISSIBLE.

AUTHORIZATION

The work trip assignment is conferred in writing by the Director of the Department and is countersigned, if appropriate, by the holder of the financial resources to be used. The request for appointment must be made at least **3 days before the start of the trip**. It is possible to use the form linked at the page <https://www.di.unipi.it/organizzazione/procedure/missioni>. In order to confer a work trip assignment to students/doctoral students it is necessary to have the authorization of the person in charge of the course of study (the purpose of the trip must be consistent with the educational objectives of the course program followed by the student).

WHO CAN BE AUTHORIZED

Entitlement to the assignment of work trips is given to all University of Pisa employees and all students on study programs, specialization and doctoral courses, as well as advanced courses, master's courses, advanced training courses and all those, Italians or non-Italians, who **have a formalized relationship of collaboration with the University of Pisa** or with its educational, scientific or service structure, including, in particular, the holders of research grants and consultancy or collaboration contracts, except for different contractual agreements, and collaborators included in research programs.

EXTRAORDINARY MEANS OF TRANSPORT

1. For the purposes of reimbursement of travel expenses ordinary means of transport, and therefore not requiring specific authorization, are:

- a) Trains, subways, buses, ships and other means in regular scheduled service;
- b) Airplanes - economy class;
- c) University-owned vehicles;
- d) Taxis, on urban routes;

2. For the purposes of reimbursement of travel expenses, extraordinary means of transport are:

- a) Taxis on extra-urban journeys;
- b) Rental vehicles;
- c) Vehicles owned, or in any case available for, the work trip applicant;
- d) Any other means of transport, not included among the ordinary means, whose use is not prohibited by current regulations.

3. The authorization, or exceptionally the ratification within the limits of the following art. 11, parag. 4, for expenses relating to the use of extraordinary means of transport is subject to an assessment of adequacy and opportunity, also considering, alternatively, the following elements of assessment: a) economic convenience compared to ordinary means, also in consideration of the reduction of the overall expenditure of the work trip and of the use of the vehicle by several subjects authorized for the trip; b) inability to use ordinary means for reasons of absence of service, transport times, timetables, need to transport materials or tools, reasons of decorum and personal safety; c) exceptional reasons as per the following art. 13, parag. 2, letters b), c) and d); d) force majeure. If the authorization or ratification is not adequately motivated, it has no effect and therefore the reimbursement for travel expenses corresponds to the sum that would have been spent using public transport, taking into account the **MOST ECONOMICAL TARIFF**.

TRAVEL EXPENSES

Travel expenses can be reimbursed when the departure location is the main work location or an economically more advantageous location, or a location in which the applicant is for **documented** reasons of work.

EXPENSES FOR ROOM AND BOARD FOR ALL CATEGORIES OF SUBJECTS AUTHORIZED FOR WORK TRIPS

In ITALY, reimbursement can be made for: **documented expenses for accommodation**, including breakfast, in hotel, tourist or residential facilities (hotel, pension, residence, etc.) **within the limit of 180.00 Euro per night.**

In ITALY, reimbursement can be made for: **documented expenses for meals or snacks within the limit of 80.00 Euro per day.** The **80.00 Euro limit is halved for trips of less than 12 hours or on days when the trip period is less than 12 hours.**

ABROAD, reimbursement can be made for: expenses for accommodation up to the three-star category for technical administrative staff and researchers, up to the non-luxury four-star category for ordinary and associate professors and for all other categories of subjects authorized for the work trip.

ABROAD, reimbursement for the expenses of food for all categories of subjects authorized for the work trip cannot exceed a variable amount depending on the destination country and the work category of the person on the trip (see “FOREIGN COUNTRIES AREAS”, Table 2). **Only 2 meals a day can be reimbursed.**

EXPENSES FOR CONFERENCE FEES

For conference registration expenses ALWAYS contact the administrative office, which will procure all the necessary documentation so as to receive correct invoicing made out to the appropriate academic institution, and respecting the appropriate tax regulations.

The administrative office will make the necessary payment via credit card or bank transfer.

DOCUMENTATION OF EXPENSES

The documentation of the expenses **incurred must be original and enable identification of the recipient of the payment, the amount paid and the reason for the expense.** For expenses incurred in Italy, the documentation must be tax-regulated and may consist of an invoice, or ordinary receipt, or sales receipt. In the case of taxis, in the absence of a tax receipt, the expenses document must still contain the date, the taxi code, the amount paid and must be signed by the taxi driver.

It is possible to disregard presentation of the original documentation if **it has been stolen or mislaid, in which case this must result from the specific report to the police authority or whichever competent authority, or if the original documentation must be filed with another administration that provides a partial refund.**

THIRD PARTIES:

Please note that the costs of **board and accommodation** reimbursed with **funds related to commercial activity** can be reimbursed **only if supported by the issue of an invoice** (a simple tax receipt is no longer acceptable). The invoice must be made out to the **Dipartimento di Informatica, Largo Bruno Pontecorvo 56127 Pisa** and also include the VAT number of the University: **00286820501.**

FOREIGN FLAT-RATE REFUND

The flat-rate reimbursement is allowed **only for work trips abroad.** In addition to the reimbursement of documented travel expenses, the reimbursement includes the payment of a variable amount depending on the destination country (see “FOREIGN COUNTRIES AREAS” table 3). The sum foreseen for each 24-hour trip includes a **tax-free sum of € 77.47** and an extra sum subject to taxation.

MISSIONS NOT MADE

In the case of missions authorized and not carried out **due to serious health or service reasons properly documented** only by the person assigned to perform the mission, reimbursement can be made for expenses already incurred that cannot be reimbursed by the receiver, or for the money penalties applied to the reimbursement by third parties.

ADVANCE PAYMENT

The person appointed for the work trip can request a total or partial anticipation of the foreseeable expenses for the work trip based on a **detailed estimate** and supported by suitable documentation. The amount of the advance is established by the Director, having consulted the holder of the financial resources from which the expenditure will come.

SOURCES:

D.R. 7/6/2011 N. 7583 REGOLAMENTO PER LE MISSIONI FUORI SEDE

D.R. 06/06/2012 N. 7814

D.M.A.E. 23/3/2011 recepito con D.R. 23/6/2011 n. 8197 (Missioni all'estero)

L. 133 del 6/8/2008 (Rimborso con fondi attività commerciale)