



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

# TRAVEL: ADMINISTRATIVE INSTRUCTIONS

13th November 2017

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# BEFORE DEPARTURE

Make sure the authorization request will be approved by the funds responsible

- o Name and surname
- o Role (PhD Students, research fellow, professor, etc.)
- o Place
- o Departure and return date
- o **Scope of travel** supported by brochures, agenda, e-mail etc. in order to prove and motivate the travel
- o Means of transportation used
- o **Number or name of the fund used to finance the travel**

**NB. The authorization must be filled in even if the travel costs are covered by another organization, otherwise you do not have a travel insurance!**

# DURING THE TRAVEL

Keep all the documents above all BOARDING PASSES

**TIP: If you have the possibility start to complete the reimbursement request during the travel through the widget**

# AFTER THE TRAVEL

Fill in the travel reimbursement claim as soon as possible and deliver all the documents to the travel's office.

Monday-Friday 10.00-12.00 am Povo2 ground floor

# TRAVEL ADMINISTRATIVE AND FINANCIAL GUIDELINES

## o Duration and distance:

- o maximum 240 days in Italy;
- o maximum 180 consecutive days if abroad;
- o if more than 30 days a special authorization of the “Head of the management center” is needed;
- o the travel must last more than 4 hours, if you claim reimbursement of meals expenses;
- o the destination of travel must be located at least 10 km away from the border of the municipality in which the work place is located.

# o Departure and return:

- o If the travel distance is less than 80 km or its duration is less than 90 minutes, the return to the place of work must be accomplished in the same day
- o In case the travel is extended the ticket price for a later return must be the most economically
- o If a travel ticket has to be changed and there is a penalty to pay to the travel agency, the reimbursement can be authorized only if the change is duly justified
- o In order to define the amount of the reimbursement, the location of work should be considered as the place of departure, or in alternative the home address if it is more economically convenient and if it is closer to the place of destination than the work place

# The following costs are subject to reimbursement:

- o **Meals.**
- o **Lodging expenses.**
- o Travel expenses upon subtravel of the original travel ticket, including electronic one.
- o **Highway toll tax**
- o **Exchange rate transaction fee**
- o **Health insurance** related to the travel
- o **Event registration fee**, please always indicate even if paid by the University credit card;
- o **Visa issuance fee;**
- o **Compulsory vaccination**
- o Phone and Internet expenses
- o Fuel cost for or rental means of transportation.

NB Parking fees and phone and internet expenses, medical expenses, visa fees and insurance costs: if the above categories of costs exceed € 15,49 per day each (in Italy) or € 25,82 abroad, they **will be subject to taxation**;

# The following costs cannot be reimbursed:

- ◊ Passport renewal fee
- ◊ Alcoholic beverages out of the meals
- ◊ No-food market expenses
- ◊ Flight cancellation insurance for low cost flight



# IMPORTANT NOTES

- If the justifying documents are incomplete an explanatory declaration must be presented
- If the justifying documents are in a foreign language, a translation done and signed by the beneficiary should be enclosed
- Should the original justifying travel documents be missing, it is possible (only in exceptional cases) to reimburse the costs based on an substitutive declaration
- **The bills must be stapled to a blank sheet of paper, divided by type and organized in a chronological order**

# ADVANCED PAYMENT

- Equal to the 75% of the estimated cost
- Not released for travel lasting less than 3 days
- The request will be processed only if allowance, travel and food costs are declared
- The request must be submitted at least one week before the departure
- The beneficiary of the advanced payment has to deliver all the travel documents within 30 days from the end of the travel
- It is always compulsory to fill in the reimbursement claim form and deliver it along with the supporting documents to the travels office.

# TRAVELS THAT DID NOT TAKE PLACE

- o Serious health issues or work reasons, duly justified
- o Unused and non-reimbursable train tickets, that are still valid should be submitted to the administration offices
- o If the dates of the travel tickets booked through the travel agency have to be changed, it is compulsory to communicate and justify the change.

# LODGING AND TRAINS LIMITS

ROLE	LODGING LIMITS		TRAIN	MEALS	
	Italy	Abroad	Class - nights	Italy	Abroad
Full Professor	€ 200,00	€ 250,00	1 <sup>^</sup> - WL - singolo	€ 80,00	€ 105,00
Adjunct Professor					
Associate Professor					
Fixed-term associate Professor					
Manager					
Administrative, technical and linguistic staff (employees of the University) categories EP -CEL					
Assistant Professor, PHD student and fellow research					
Fixed-term Assistant Professor					
Administrative, technical and linguistic staff - B - C - D					

# TRAVEL COSTS

- o **The ordinary transport is considered the principal means of transportation, only in special cases to use extraordinary means of transportation can be authorized.**
  - o Taxi is considered an ordinary means of transportation only within the city or from the airport to the hotel or meeting location at max for Euro 30,00.

**One of the following conditions is compulsory to justify the use of extraordinary means of transportation:**

- o If there is an economic convenience
- o When the travel location is not reached by railways or other ordinary means of transportation;
- o When there is a special working necessity and it is really important to reach quickly the destination or there is a work related need to come back to the University;
- o When bulky or fragile materials/tools need to be carried.

## o ORDINARY TRANSPORT

- o Private car for distance < 700km (return way)
- o Train
- o Plane
- o Bus
- o Ship
- o University cars
- o Public means of transport

## o EXTRAORDINARY TRANSPORT

- o Rental cars with kasko insurance
- o Private car for distance > 700km (return way)

# DECLARATION FORM:

## ▼ Ulteriori dati

Il sottoscritto, reso edotto delle sanzioni penali previste dall'art. 76 del T.U. sulla documentazione amministrativa approvato con D.P.R. 28/12/2000 n. 445, nel caso di mendaci dichiarazioni, falsità negli atti, uso o esibizione di atti falsi o contenenti dati non più rispondenti a verità sotto la sua personale responsabilità

### DICHIARA INOLTRE

- di aver ricevuto un'anticipazione di: **0,00 Euro**

- di non essere in possesso di documentazione attestante l'oggetto della missione e in sostituzione della stessa dichiara:  
di essersi recato a:

per:

il giorno:

dove si è svolta l'attività:

- che l'istituzione ospitante ha offerto

i pasti nei giorni:

pernottamenti nei giorni:

- di aver effettuato una sosta intermedia non preventivamente autorizzata

luogo:

dovuta a: **(causa non prevedibile)**

- di aver utilizzato il mezzo straordinario non preventivamente autorizzata

mezzo:

in quanto: **(causa non prevedibile)**

- che la missione si è svolta nell'ambito del programma finanziato e che tale accordo dispone che

programma:

disposizione accordo:

- altro

## ▼ Spese sostenute

Esistono spese non sostenute direttamente (arriveranno fatture direttamente all'Ateneo)

# EX. TRAVEL TICKETS (Boarding pass)

Bitte auf kurzfristigen Wechsel des Ausgangs achten  
Please observe gate changes at short notice

220 2335938657 ECONOMY 077  
etix etkt etix etkt  
Bordkarte/Boarding Pass

**Lufthansa**  
Name

**VCE** LH 3213 W 13SEP  
**DUS** Carrier Flight No. Class

9D

LH 3213 /077

**M**

Name of passenger

ETKT 220 2335938657  
VCE  
DUS  
LUFTHANSA

Carrier Flight No./Class Date

LH 3213 W 13SEP

Gate	Boarding time	Seat
016	1405	9D

NONSMOKER

ETKT No. FRA 39606

Wir bitten Sie, zur Boardingzeit am Gate zu sein, andernfalls kann Ihr Sitz anderweitig vergeben werden.  
Please be at the gate at boarding time otherwise your seat may be given away.

Pos. Ck. Wt. Unck. Wt. Pos. Ck. Wt. Unck. Wt.

00

Bitte auf kurzfristigen Wechsel des Ausgangs achten  
Please observe gate changes at short notice

220 2335938657 ECONOMY 029  
etix etkt etix etkt  
Bordkarte/Boarding Pass

**Lufthansa**  
Name

**DUS** LH 3024 S 13SEP  
**WAW** Carrier Flight No. Class

9C

LH 3024 /029

**M**

Name of passenger

ETKT 220 2335938657  
DUS  
WAW  
LUFTHANSA

Carrier Flight No./Class Date

LH 3024 S 13SEP

Gate	Boarding time	Seat
A91	1715	9C

NONSMOKER

ETKT No. FRA 39606

OPERATED BY EUROWINGS  
MAX 1 HANDGEPÄCK/HANDBAGGAGE

Wir bitten Sie, zur Boardingzeit am Gate zu sein, andernfalls kann Ihr Sitz anderweitig vergeben werden.  
Please be at the gate at boarding time otherwise your seat may be given away.

Pos. Ck. Wt. Unck. Wt. Pos. Ck. Wt. Unck. Wt.

00



# Ticket with the price

**Lufthansa**  
Nonstop you

Reservation code:

## Ticket details & travel information

The payment for the following booking, which was made using the **Secure your fare** option, has successfully been completed. Your itinerary is now confirmed and you will not be charged any fee for using the **Secure your fare** service.

Travel dates for:

Ticket number:

etix® identification:

\* You have access to the passenger receipt by clicking the ticket number up to 30 days after commencement of travel.

## Your flight itinerary

Flight	Date	from	to	Departure	Arrival	Reservation
LH 3213 operated by: LUFTHANSA	13 September	VENICE IT MARCO POLO	DUESSELDORF DE INTERNATIONAL AIRPOR ✈	14:35 h	16:10 h	Economy Class (W) confirmed
LH 3024 operated by: EUROWINGS	13 September	DUESSELDORF DE INTERNATIONAL AIRPO	WARSAW PL FREDERIC CHOPIN ✈	17:45 h	19:25 h	Economy Class (S) confirmed
<b>Total Price of your Ticket</b>						
<b>Price</b>		<b>Taxes &amp; Carrier Imposed Fees</b>		<b>Passengers</b>		<b>Total</b>
235.00	+	95.77	x	1 Adult =	EUR	330.77
				Ticket Service Charge =	EUR	5.00
				<b>Total Price for all passengers =</b>	<b>EUR</b>	<b>335.77</b>

## Flight information

■ An electronic ticket has been issued for you. Your boarding pass will be available at [lufthansa.com](http://lufthansa.com) from 23 hours prior to departure. For identification please have your booking reference and your Miles & More Credit Card or the credit card which has been used at the time of booking ready. Alternatively you can also use the check in terminals at the airport to print your boarding pass. In case you should travel with an airline other than Lufthansa please check [here](#) or contact the respective carrier for the applicable check-in conditions.

- Please take note of the current [free baggage allowance](#) included in your ticket price and the applicable [hand baggage regulations](#) prior to your departure.
- Lufthansa flight bookings do not require a reconfirmation after ticket purchase.
- Please check the applicable health and entry requirements.
- Your itinerary has changed? Most rebookings can be done online - for further information click [here](#). In order to proceed your rebooking, kindly click on your reservation code (which is located on top of this booking confirmation) or go to [My bookings](#) and enter your reservation code as well as your name.

# EX. TRAVEL DOCUMENTS (Train and shuttle tickets)

DB IC/EC Fahrkarte / Ticket  
CIV 1080 Normalpreis

UMTAUSCH/ERSTATTUNG KOSTEN-  
PFLICHTIG AB 1.GELTUNGSTAG

1 Erwachsener

GÜLTIG / VALID: 08.12.13 - 08.12.13

VON / FROM	-> NACH / TO	KL / CL
Verona P. N.	-> Trento	2

VIA: Verona P. N.\*Rovereto\*Trento

Normalpreis

Preis/ Price: EUR\*\*16,00

P.IVA 03958040234 IVA I: EUR\*\*16,00 10% = EUR\*\*\*1,45

63351889

7ab-F München 08.12.13 15:17

BARZAHLUNG 25  
20446\*128 00

BIGLIETTO ORDINARIO DI CORSA SEMPLICE

SERIE ABA 150230

AEROPORTO CATULLO Villafranca

VERONA AIR TERMINAL

con 75 minuti dalla arrivo del servizio Aeroport/Bus urbano

Valid 75 include after purchasing on Aerobus intercity/bus

75

0,00

TRANSPORTO PUBBLICO LOCALE

TVH RECEIPT  
NOT VALID FOR TRAVEL

TransLink  
YVR - Airport  
TVM73002  
Sun 01 Dec 13 01:30PM

Fare Type: 2 ZONE  
Purchase: 1 Adult \$ 7.75  
Purchased Amount: \$ 7.75

TRANSACTION RECORD

Account:  
Card Number:  
Card Entry: SKIPPED  
Trans Type: PURCHASE  
Amount: \$ 7.75  
Auth #: 180390  
Sequence #: 014705  
Terminal #: 00732  
Ref #: VTYVD:RVUP9K

TRANSACTION APPROVED

Transaction :

TRANS LINK

Adult \$ 7.75

VALIDATE - Insert this direction

PROOF OF PAYMENT/TRANSFER -2-

SU.DE.01 02:54P

# EX. FOOD RECEIPTS

Nuba Restaurant  
SUITE B-1 207 W HASTINGS ST  
VANCOUVER BC

FRI DECEMBER 6, 2013  
CHECK #385014  
TABLE #7

5 Sharing menu 22 \$119.00  
1 Almazá \$7.50  
SUB-TOTAL \$126.50  
TAX \$0.67  
TOTAL \$127.17

Time: 21:45 5 CUSTOMERS

GST# 625097724P  
THANK YOU FOR JOINING US!

YOU HAVE BEEN SERVED  
BY: Saron

61213  
→ Cena diviso  
5  
Dinner for  
5

$127.17 / 5 = 24.82 \$$

Autogrill Deutschland GmbH  
\*\*\*Puro Gusto\*\*\*  
60549 Frankfurt am Main

429 Fr. Zaytouni

CHK 1057 08DEC'13 9:14

Take away

1 Espresso 2.60  
0.42 = 19 x Bev BK 2.60  
NET TTL 2.18  
Summe 2.60  
Zahlung 2.60  
Barzahlung 2.60

81213  
→ Colazione  
Breakfast

Alle Beträge in EURO

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Unterschrift: \_\_\_\_\_  
Umsatzsteuer ID: DE811416946

71213  
Ranzo →  
Lunch

Euro Cafe

VANCOUVER INT'L AIRPORT  
PO BOX 32435  
RICHMOND, BC V7B1W2  
CANADA

STORE: 00627 RID: 003 CASHIER: AMRIT  
DASHNI WATER 59 ML  
6717401 1 @ 2.59 2.68 G  
Container Deposit .05 .05  
Enviro Fee .00 .04  
SUBTOTAL 2.68  
GST/PST TAX .13  
TOTAL 2.81  
AMOUNT TENDERED  
Cash 4.00

TOTAL PAYMENT 4.00  
CHANGE 1.19  
GST/PST TAX ANALYSIS  
CODE RATES TAXABLE TAX  
GST 5.00000 2.59 .13  
Transaction: 530974 12/07/2013 12:18 PM

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