

TRAVEL: ADMINISTRATIVE INSTRUCTIONS

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BEFORE DEPARTURE

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

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

- maximum 240 days in Italy;
- maximum 180 consecutive days if abroad;
- if more than 30 days a special authorization of the "Head of the management center" is needed;
- the travel must last more than 4 hours, if you claim reimbursement of meals expenses;
- 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.

ODeparture and return:

- 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
- In case the travel is extended the ticket price for a later return must be the most economically
- 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
- 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:

- Meals.
- Lodging expenses.
- Travel expenses upon subtravel of the original travel ticket, including electronic one.
- Highway toll tax
- Exchange rate transaction fee
- Health insurance related to the travel
- Event registration fee, please always indicate even if paid by the University credit card;
- Visa issuance fee;
- Compulsory vaccination
- Phone and Internet expenses
- 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
- O 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
- O The request will be processed only if allowance, travel and food costs are declared
- O The request must be submitted at least one week before the departure
- O 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

- Serious health issues or work reasons, duly justified
- Unused and non-reimbursable train tickets, that are still valid should be submitted to the administration offices
- 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	G LIMITS	TRAIN	ME	ALS
RULE	Italy	Abroad	Class - nights	Italy	Abroad
Full Professor					
Adjunct Professor					
Associate Professor					
Fixed-term associate Professor					
Manager					
Administrative, technical and linguistic staff (employees of the University) categories EP -CEL	€ 200,00	€ 250,00	1^ - WL - singolo	€ 80,00	€ 105,00
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.
 - 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:

- If there is an economic convenience
- When the travel location is not reached by railways or other ordinary means of transportation;
- 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;
- When bulky or fragile materials/tools need to be carried.

ORDINARY TRANSPORT

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

EXTRAORDINARY TRANSPORT

- Rental cars with kasko insurance
- 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

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)



Ticket with the price



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:

Your flight itinerary

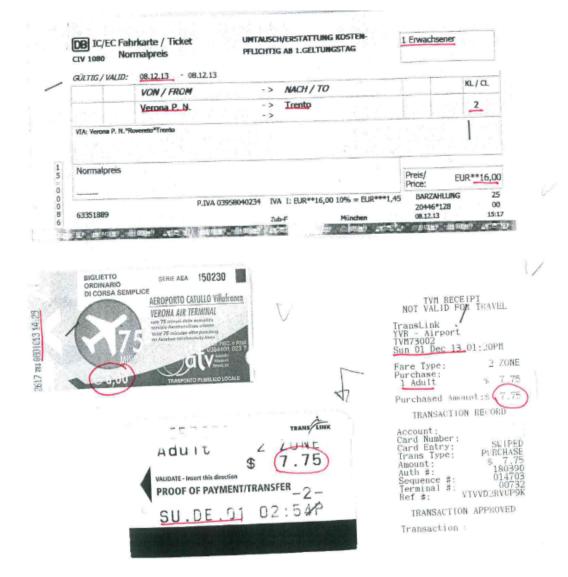
Flight	Date	from	to	Departure	Arrival	Rese	rvation
LH 3213 operated by: LUFTHANSA	13 September	VENICE IT MARCO POLO	DUESSELDORF DE INTERNATIONAL AIRPOR (L)	14:35 h	16:10 h	Econo	omy Class (W med
H 3024	13 September	DUESSELDORF DE	WARSAW PL FREDERIC	17:45 h	19:25 h	Econo	omy Class (S
		INTERNATIONAL AIRFO	CHOPIN L			COMM	
operated by: EUROWINGS Total Price of y	our Ticket	INTERNATIONAL AIRFO	CHOPIN I			5.5	
EUROWINGS Total Price of y	our Ticket	Taxes & Carrier Imposed F		Passen	gers	Total	
EUROWINGS	our Ticket			Passen	gers 1 Adult	1500	a Viji
EUROWINGS Total Price of your	our Ticket	Taxes & Carrier Imposed F	Gees X	Passen Icket Service	1 Adult	Total	330.77

Flight information

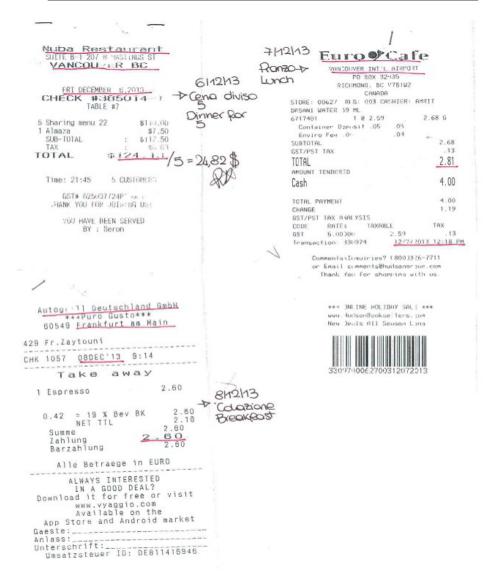
- An electronic ticket has been issued for you. Your boarding pass will be available at <u>lutinansa.com</u> from 23 hours prior to departure. For identification please have your booking reference and your Miles & More Credit Card or the credit card which has been used at the time of booking ready. Alternatively 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 Lutinansa.
- 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 litinerary has changed? Most rebookings can be done online for further Information click lyage. 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

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

EX. TRAVEL DOCUMENTS (Train and shuttle tickets)



EX. FOOD RECEIPTS



Travel Office <u>missioni@unitn.it</u> For information: