



**POLITECNICO**  
MILANO 1863

## POLITECNICO DI MILANO

### THE RECTOR

HAVING REGARD TO Italian Law No 168 of 09.05.1989, 'Establishment of the Ministry of Universities and Scientific and Technological Research' and subsequent amendments;

HAVING REGARD to Legislative Decree No 165 of 30.03.2001, 'General labour regulations for employees of public administrations', and subsequent amendments;

HAVING REGARD TO Italian Law No 122 of 30.07.2010, laying down the 'Conversion into law, with amendments, of Decree-Law No 78 of 31 May 2010 laying down urgent measures regarding financial stabilisation and economic competitiveness', and subsequent amendments;

HAVING REGARD TO Italian Law No 240 of 30.12.2010, laying down the 'Regulations on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system', and subsequent amendments;

HAVING REGARD to the Statute of Politecnico di Milano in force; HAVING REGARD to the current General University Regulations;

HAVING REGARD TO the University Regulations for Administration, Finance and Accounting in force; HAVING REGARD TO Politecnico di Milano's Code of Ethics and Conduct in force;

HAVING REGARD TO Rector's Decree No 272 of 06.02.2008 issuing the Work Trips Regulations, as partially amended by Rector's Decrees No 820 of 01.04.2008 and No 3400 of 29.07.2016 and No 5612 of 26.07.2019;

HAVING ACKNOWLEDGED the favourable opinion expressed by the Academic Senate and the Board of Governors in their respective meetings of 17.07.2023 and 25.07.2023 concerning the amendments made to the Work Trip Regulations and the related annex:

HAVING RECOGNISED the need to take action;

### HEREBY DECREES

#### Art. 1

- 1) For the reasons expressed in the premise, the Work Trip Regulations, issued with Rector's Decree No 272 of 06.02.2008 and amended by Rector's Decrees No 820 of 01.04.2008, No 3400 of 29.07.2016 and No 5612 of 26.07.2019 are further amended as indicated in the text which is given in full below, together with the annex, an integral part of this decree.
- 2) The amendments made to the Regulation are marked in ***bold italics***.

# POLITECNICO DI MILANO WORK TRIP REGULATIONS

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## TITLE I GENERAL RULES

### Art. 1

#### Subject and subjective scope of application

- 1) These Regulations govern the procedures for granting and the remuneration of research assignments carried out in the interest of the University.
- 2) Work trips may be undertaken:
  - a) by employees of the Politecnico, on permanent and fixed term contracts;
  - b) by the employees of other public administrations;
  - c) by "equivalent" personnel (salaried appointed persons equivalent to employees): research fellows, PhD students with scholarships, holders of continuous coordinated collaboration contracts;
  - d) by other persons, including students, engaged in activities of interest to the Politecnico who must be covered by suitable insurance within the university or the organisation they belong to.
  - e) those accompanying persons with disabilities are entitled to the same reimbursement of expenses granted to the person assigned to the trip. The supporting documents for accompanying persons must be in their name.

### Art. 2

#### Definitions

- 1) Work trip is understood to mean the temporary transfer outside the municipality of the ordinary place of employment, in national territory or abroad, for work purposes. Where the ordinary place of employment is not determined unequivocally, it is understood to be the registered address of the Department on behalf of which the work trip is carried out. The trip must be organised in such a way as to comply with the principles of cost-effectiveness, efficiency, effectiveness and limited expenditure.
- 2) ***Transferring between Politecnico sites for institutional teaching activities does not constitute a work trip or away on duty.***
- 3) The recognition of place of residence or domicile as point of departure and/or return is automatically permitted if the start or end of the work trip is between 5 pm and 9 am, and in all cases in which the residence or domicile are closer to the work trip location and, therefore, more cost effective for the administration. The place of residence or domicile is also allowed as a point of departure or return for the work trip for persons who are authorised to undertake work trips to campuses of the Politecnico. In all other cases, explanation must be given as to why it is more cost-effective to start or finish the work trip in a different place.
- 4) Work trips can be divided into three categories according to their purpose and the type of funds used for their reimbursement.
  - a) work trips relating to university activities reimbursed with university funds.
  - b) work trips carried out in relation to outsourced services in research, consultancy, teaching, commissioned activities and reimbursed with funds from contributions and/or contracts stipulated with entities that do not indicate specific rules for the payment of work trips. These are subject to application of these Regulations and, in particular, the remuneration referred to in Art. 8;
  - c) work trips carried out in the context of financing that refers to specific rules dictated by the financing body. These are subject to application of these Regulations unless specific regulations are foreseen or imposed by the financing body or if this is more favourable for the person assigned to the trip, without prejudice to the Italian legislation on contributions and taxes.
- 5) Reimbursement of expenses is understood to mean the reimbursement of out-of-pocket expenses incurred by the person assigned to the trip for travel, accommodation and food and any other expenses, according to the provisions of CHAPTER III below and within the limits set out in the table annexed to these Regulations (Annex 1).
- 6) Trips to Politecnico di Milano remote sites are considered 'away on duty', ***in accordance with paragraph 2***, and do not give entitlement to reimbursement of food expenses but

rather the use of meal vouchers. Travel expenses, on the other hand, are subject to the reimbursement procedures of these Regulations.

- 7) ***In the case of work trips authorised but suspended or not carried out for exceptional, serious and documented reasons, the person in charge of the work trip must promptly take all necessary steps to obtain reimbursement of expenses from the relevant service providers. If reimbursement is not possible or is less than the amount actually spent, the staff member is entitled to reimbursement of documented expenses.***
- 8) ***Staff who travel to participate in selection committees held at other universities do not have to request a work trip. The cost of the trip is borne by the host university.***

### **Art. 3**

#### **Work trip requests**

- 1) Work trip requests by the persons referred to in Art. 1, paragraph 2 must be submitted in 'Online services' under the 'Compilation of work trip forms', on the University portal.
- 2) Failure to submit the request will mean that the person assigned to the trip shall not be covered by university insurance.
- 3) Technical-administrative staff, in addition to that foreseen in paragraph 1, must submit a supporting document in the Attendance Control portal to justify absence from their place of work on work trip days.
- 4) ***Staff going on work trips abroad, of whatever type, must declare that they have consulted the [viaggiareassicuri.it](http://viaggiareassicuri.it) website, in particular the 'safety' and 'health status' sections.***
- 5) Professors, of whatever status, placed on leave, on leave of absence or on sabbatical, according to the regulations in force, if the beneficiary of research funds, or formally included in a research project, can be authorised to undertake work trips.

### **Art. 4**

#### **Authorisation for work trips**

- 1) ***The purposes of the work trip must relate to activities falling within the purposes of the Politecnico. For this purpose***, the authorisation to carry out the work trip must be issued:
  - a) by the Managers of Central Administration or by persons delegated by them for work trips of interest;
  - b) by the Department Managers or by persons delegated by them for the work trips of interest of Departments and regional Campuses pertinent to the work trips of technical-administrative staff;
  - c) by the Department Managers/Campus Vice Rectors or by persons delegated by them for the work trips of interest of Departments and regional Campuses pertinent to the work trips of staff other than those in part b;
  - d) Rector, Vice Rectors, Deans, Department Directors, Director General, Managers, university staff authorised by these figures, can certify the authorisation to undertake work trips using funds for which they are responsible.
- 2) The authorisation must also be issued for staff who work in a department other than that to which the work trip refers, subject to authorisation by the head of the department to which the employee belongs or is assigned.
- 3) The following is requested:
  - authorisation from the holder of the funds that will be used to cover the trip expenses if this person is other than those indicated in paragraphs 1 and 2 above;
  - ***Department Managers for administrative verification in the cases provided for in paragraph 1 letter c.***
- 4) The work trips by members of the University Bodies and by members of Committees or Commissions are implicitly authorised at the time of their convocation.
- 5) Paying for work trips is the responsibility of:

- a) Administration and Finance for work trips by Central Administration, the Departments that have used the University Work Trip Service and departments without spending autonomy;
  - b) Department Managers for work trips by the Departments that do not use the University Work Trip Service.
- 6) For the times and methods of reimbursement, reference is made to the Service Level Agreement for Work Trips approved by the Board of Governors of the Politecnico and published on the Transparency portal.

## **TITLE II MANAGEMENT PROCEDURES**

### **Art. 5**

#### ***Administrative principles***

- 1) The purposes of the work trip must relate to activities falling within the purposes of the Politecnico.
- 2) Expenditure must be charged to funds available in the university budget, also relating to funding intended for the implementation of research programmes or outsourced services in research, consultancy, teaching or commissioned activities.
- 3) The beginning and the end of the work trip are indicated and subsequently defined in the online forms, and must also take into account the time required to reach the means of travel for departure and, on return, to reach the work trip end destination.
- 4) The university departments are allowed to cover the work trip expenses directly, but in this case the person assigned is required to report the aforementioned expenses in the special section in the 'Statement of work trip expenses'.
- 5) Upon returning from the work trip, the person assigned must fill in the online payment forms, attaching the original expense documents. Expenses incurred abroad in currencies other than the euro shall be reimbursed at the available exchange rate closest to the work trip start date, unless the person assigned to the work trip proves that the cost incurred was different.
- 6) Reimbursement of expenses is due only for the days strictly necessary to perform the functions or services in the work trip location. The person assigned to the work trip, even for long-term assignments, is required to return if the destination of the work trip is no more than 90 minutes away, using the ordinary means of transport indicated in Article 7, paragraph 2. In cases where departure and/or return on the same day prove impossible due to the distance, the transport timetables or the schedule of the activity to be carried out, the work trip start date is at the earliest the day before the start of activities and the end date is at the latest the day following the end of activities.
- 7) For work trips with start or destination in non-European countries, reimbursement of expenses is granted up to two days before and two days after the activities covered by the work trip.
- 8) Without prejudice to service requirements, departure may be anticipated and or the return postponed with respect to the provisions in paragraph 7, in the following cases:
  - a) for personal reasons. In this case, reimbursements shall be granted only for travel costs; the request for authorisation for the work trip must be completed in advance, specifying the days of extension of the work trip for personal reasons.
  - b) if the travel costs added to the higher other costs of room and board proves more cost-effective. The person concerned must submit adequate documentation for the financial comparison of the travel costs on the two dates.
- 9) Self-certification is permitted, in accordance with the provisions of Art. 47, paragraph 3 of Pres. Decree No 445 of 28 December 2000, for all information that the Administration can verify by means of appropriate checks, in accordance with the legislation in force. Self-certifications submitted online are exempt from the requirement to produce ID documents, insofar as the login credentials for the electronic procedure are valid for ID purposes. False self-certifications shall be punished in accordance with the legislation in force.

## Art. 6

### Duration of the work trip assignment

- 1) For work trips undertaken on national territory, in the same place and without interruption, reimbursements may be made for up to 240 days in a calendar year. This limit is reduced to 180 days for work trips undertaken in European Union countries and abroad. The 180-day limit can be exceeded by PhD students as long as they are authorised by the coordinator of the PhD programme.
- 2) In the case of teaching staff taking work trips lasting more than one month, the resolution of the Department Board concerned and the opinion of the School ***where the institutional teaching assignment is carried out are required to certify that there is no incompatibility or conflict with research and teaching activities.***
- 3) For technical and administrative staff, even with managerial qualifications, when the duration of the work trip exceeds thirty days, a visa is required from the Director General.

## Art. 7

### Means of transport

- 1) For work trips carried out in relation to outsourced services in research, consultancy, teaching, commissioned activities and reimbursed on funds relating to contributions and / or contracts activated with entities that do not indicate specific rules for the payment of work trips, the provisions of Art. 9 shall apply.
- 2) The person assigned to the work trip may freely use the following ordinary means of transport:  
a) means of transport in regular service (train, ship, aeroplane, other scheduled urban and extra-urban means of transport);  
b) the Politecnico's service vehicles.
- 3) Where authorised ***in advance***, the assigned person may use special means of transport other than those above, including:
  - a) hired vehicles;
  - b) the vehicle owned or in authorised use by the assigned person and belonging to their spouse or cohabiting partner or other cohabiting family members. The authorisation to use an own vehicle is subject to the prescribed compulsory insurance coverage. Pursuant to Law 122/2010 and subsequent amendments and additions, technical and administrative staff cannot use their own vehicle except in the cases provided for by the General Accounting Office (RGS) Circular No 36 of 2010.
  - c) taxis or other means of transport (such as car sharing, taxi sharing, bike sharing, etc.), generally for routes within the work trip location or for connections between the city centre and arrival/departure stations or airports.
- 4) The use of the vehicles referred to in paragraph 3 is automatically authorised between 5 p.m. and 9 a.m., exclusively for routes to and from airports, ports and railway stations.
- 5) The use of the special transport referred to in paragraph 3 may also be authorised, in advance or after the event, if at least one of the following conditions is met:
  - a) more cost-effective than using ordinary public transport;
  - b) lack of ordinary public transport; strikes; delays that prevent reaching the programmed destination in any other way;
  - c) when there is a particular work-related need or the declared need to reach the work trip or return location quickly;
  - d) transport of delicate and/or bulky materials and/or tools, essential for work;
  - e) lack of connections at the work trip location, for return trips between the urban centre and stations or airports;
  - f) use of taxis for safety reasons in countries where public transport is absent or unsafe;
- 6) ***The use of one's own means of transport for distances over 500 km in total must be expressly authorised by the fund holder, failing which the provisions of paragraph 7 below shall apply.***

- 7) In the absence of the requirements set out in paragraph 5, the use of special transport cannot be authorised and reimbursement shall cover only the cost of a first class train ticket for the relative route, excluding any other possible supplement. If there is no train, the cost of a ticket for other public transport shall be considered. In the absence of public transport, the reimbursement shall cover the equivalent cost foreseen to travel by train for the distance in question.
- 8) The opportunity to benefit from special travel ticket discounts for a longer stay in the work trip destination must be evaluated compatibly with the work needs, using the criterion of maximum cost-effectiveness. For reimbursements in this case, the comparison must take into account accommodation and food costs for the greater number of days spent on work trip.

#### **Art. 8**

##### **Remuneration**

- 1) For work trips carried out in any location, in Italy or abroad, carried out in relation to work trips reimbursed using university funds or funds relating to contributions and/or contracts with entities that do not indicate specific rules for payment, the following may be admitted:
  - a) travel expenses actually incurred, including expenses for consular visas, expenses for entry and/or exit foreseen as mandatory by foreign states, airport taxes, insurance, vehicle rental, use of own vehicle (where applicable), taxis, parking and motorway tolls;
  - b) accommodation expenses actually incurred (if requested) including hotel reservations;
  - c) the cost of meals within the limits shown in the table attached to these Regulations (Annex 1);
  - d) the reimbursement of mileage allowance as defined in Article 10;
  - e) for outsourced contracts only, a possible daily outsource advance, not exceeding **€350 all-inclusive remuneration**, for the categories for which remuneration is foreseen in the Outsourcing Regulations. In these cases, the payment shall be approved by the Department Board.

#### **TITLE III**

#### **RECIPIENTS OF THE REIMBURSEMENTS**

#### **Art. 9**

##### **Recipients of the reimbursements**

- 1) The persons referred to in Art. 1 paragraph 2 are entitled to the reimbursement of expenses incurred during the work trip in accordance with the provisions of current legislation and governed by these Regulations.
- 2) Reimbursements are not permitted for any accompanying persons unrelated to the work trip, who shall bear their own costs, risks and responsibilities.
- 3) Work trip assignments are excluded for consultants and for freelancers; if the specific contracts with these persons provide for the reimbursement of expenses, these must be invoiced or included in the bills by the persons concerned and paid together with the remuneration.

#### **Art. 10**

##### **Reimbursement of travel expenses**

- 1) Travel expenses, including any agency fees, for travel using the ordinary transport referred to in Art. 7 - paragraph 2 - a , shall be reimbursed upon presentation of the original travel tickets or online tickets.
- 2) Travel expenses for travel using the university service vehicles shall be reimbursed upon presentation of the receipts for the purchase of fuel and for payment of motorway tolls and parking.
- 3) For the authorised use of own vehicles, in addition to the reimbursement of motorway tolls and parking, a mileage allowance is also permitted.

- 4) Travel expenses for travel by plane shall be reimbursed following the presentation of the airline ticket or suitable documentation certifying the expense incurred. Boarding passes must be presented if necessary in expense reports for third-party funded activities. Flight insurance coverage for the traveller shall also be reimbursed upon presentation of suitable documentation, if the coverage is not already foreseen by a special policy stipulated by the University.
- 5) Travel expenses for travel using the rental vehicles shall be reimbursed upon presentation of the invoice/tax receipt from the rental company, receipts for the purchase of fuel and for payment of motorway tolls and parking.
- 6) Taxi expenses shall be reimbursed, where permitted, upon presentation of the receipt issued by the driver showing the name of the operator and the route taken. Should the daily amount for taxi travel exceed €100.00, the fund holder must expressly authorise the reimbursement of the expense.
- 7) For the purposes of the correct application of the reimbursement procedures, the following is specified:
  - a) the cost of travel documents shall be reimbursed upon presentation of the substitute receipt issued by the operator of the line to which the document refers, confirming the collection of the original ticket. This substitute receipt must show the type of ticket, the date, the route and the price.
  - b) Payments made online shall be reimbursed upon presentation of suitable proof of payment.
  - c) in the event of loss of travel tickets, expenses shall be reimbursement only upon submission of a declaration in lieu of a notary's deed (using the online work trips form).
  - d) if the tickets do not show the price, reimbursements shall be based on an invoice or declaration from the agency that issued the ticket specifying the price paid for the trip.
  - e) the mileage allowance for the use of own vehicles is equal to 1/5 of the cost of fuel multiplied by the number of kilometres travelled. ***The reimbursement for hybrid and electric vehicles is equal to that for petrol cars.*** For the purposes of reimbursement, reference is made to the national average price of petroleum products available on the portal of the Ministry of Economic Development. The mileage is calculated on the basis of the shortest return trip to the locations of the work trip, as declared by the person concerned in the online work trip form, subject to verification by the competent offices.
  - f) In any case, extra charges for tickets issued on board, failure to stamp tickets and road fines shall not be reimbursed.
  - g) reimbursements are permitted in the event of non-use of a ticket due to postponement or impossibility of undertaking the work trip, ***in accordance with the provisions of Article 2, paragraph 7***, by declaring, in the ***online work trip form***, the cause of force majeure or serious reasons.
  - h) in case of online purchase, the document presented for reimbursement must be in the name of the person making the request.

#### **Art. 11**

##### **Reimbursement of accommodation expenses**

- 1) Accommodation expenses are eligible for reimbursement upon presentation of a regular invoice/tax receipt, made out to the person assigned to the work trip, for overnight stays in Italy, and equivalent original documentation for overnight stays abroad, to the extent and within the limits set out in the table annexed to these Regulations (Annex 1).
- 2) The choice of the hotel, based on the criterion of cost-effectiveness, generally follows the classes foreseen in the table annexed to these Regulations (Annex 1). Variations with respect to this order must be adequately justified and authorised in advance by the person in charge of the work trip funds (e.g. for security reasons in particular countries).
- 3) Overnight stays in a higher category than that provided for in Annex 1 in cases where the hotel is the venue for the conference.

- 4) It is possible to disregard the limit set for the hotel category, if proof is provided the cost incurred is lower than the cost foreseen for the permitted category, for the same work trip period and location. The person assigned to the work trip making the request is responsible for calculating this comparison at the same time as making the reservation.
- 5) Hotel accommodation costs shall be reimbursed for a single room or, where not available, a double room for single use.
- 6) The cost of accommodation in residences or apartments shall be reimbursed if it is cheaper than the expected cost of hotels in the same location and in the same period. In this case, the costs shall be reimbursed against presentation of a rental receipt legally compliant for tax purposes.
- 6) The cost of accommodation in residences or apartments shall be reimbursed if it is cheaper than the expected cost of hotels in the same location and in the same period. In this case, the costs shall be reimbursed against presentation of a rental receipt legally compliant for tax purposes.  
***The person assigned to the work trip making the request is responsible for calculating this comparison at the same time as making the reservation.***
- 7) Expenses deducible from invoices/tax receipts issued cumulatively subject to prior presentation of a declaration by the beneficiary using the ***online work trip form*** shall be reimbursed proportionately.
- 8) ***The location of the accommodation chosen for overnight stays must be the same as the place where the work trip is to be carried out or, in the absence of suitable facilities, be close to it.***

#### **Art. 12**

##### **Reimbursement of food expenses**

- 1) Food expenses shall be reimbursed for meals consumed exclusively in the work trip location or along the route, including departure airports and stations, during the outward or return journey times, within the limits provided for in the table annexed to these Regulations (Annex 1).
- 2) Meals shall not be reimbursed if a meal voucher has been used for payment.
- 3) Food expenses, including snacks, shall be reimbursed as indicated in the table annexed to these Regulations (Annex 1). All costs documented by invoice or receipt can be reimbursed; credit card receipts or bank statements alone do not constitute proof of expenditure. If a business issues a receipt instead of an invoice or tax receipt, this is eligible for reimbursement only if it includes a description of the goods purchased, otherwise the person assigned to the work trip must use the online work trip form to declare that the cost refers to a meal he/she consumed.
- 4) Tax receipts presented for reimbursement must always be in the name of the person on the work trip.
- 5) For work trips lasting more than 8 hours, the daily limit set out in Annex 1 can be reached with a single meal or with a combination of several meals.
- 6) For meals consumed abroad, the documents presented for reimbursement purposes must include the name of the business, the amount paid, the place and the date.
- 7) Expenses deducible from invoices/tax receipts issued cumulatively subject to prior presentation of a declaration by the beneficiary using the ***online work trip form*** shall be reimbursed proportionately.

#### **Art. 13**

##### **Other expenses eligible for reimbursement**

- 1) Reimbursements shall be granted for:
  - a) registration fees for conventions, conferences, seminars paid locally at the time of registration by the person assigned to the work trip, provided they are documented by an invoice or receipt, or by a specific declaration from the organising committee;
  - b) expenses for consular visas or other expenses for alternatives to visas, in addition to any other expenses necessary for issuance;
  - c) expenses for hotel reservations;
  - d) airport taxes;

- e) expenses related to internet connections and telephone expenses, upon declaration, using the online work trip form, that the expenses are related to institutional purposes;
  - f) travel expenses documented by telepass;
  - g) compulsory or recommended vaccinations and related pharmaceutical costs for prophylaxis;
  - h) flight cancellation insurance; in the event of purchase of an insurance package (cancellation, loss, assistance and health policy), where the health part cannot be deducted, only 50% of the total package shall be reimbursed;
  - i) the costs for the purchase of the Swiss or Austrian *vignette* (user sticker) or other compulsory costs for accessing the motorway;
  - j) laundry costs for work trips lasting more than seven continuous days;
  - k) expenses for luggage storage;
  - l) the additional baggage allowance cost for air travel;
  - m) bank charges for currency exchange.
- 2) Reimbursements shall also be granted for invoices from travel agencies, organising committees and similar, provided that the various items of expenditure are specified and they comply with the tax legislation in force.
- 3) Tips shall be reimbursed where obligatory in the work trip location and duly indicated in the receipt; if the tip is added separately, it shall only be reimbursed upon proof in the form of the credit card statement of the person assigned to the work trip.

#### **Art. 14**

##### **Work trips abroad**

- 1) When requesting authorisation for a work trip abroad, the person concerned must choose between documented reimbursement or alternative reimbursement.
- 2) For documented reimbursement, the provisions of Articles 10 , 11 , 12 and 13 shall apply;
- 3) For alternative reimbursement, in addition to travel expenses to/from the work trip location, a flat-rate daily amount shall be reimbursed for food, accommodation and transport as indicated in Annex 1, for a maximum of **20 days**.
- 4) The expenses referred to in paragraph 3 shall not be reimbursed in the case of accommodation paid for by third parties.

#### **Art. 15**

##### **Expenses not eligible for reimbursement**

- 1) Reimbursements shall not be granted for:
  - a) health care expenses in foreign countries if already covered by the university insurance;
  - b) expenses for issuing or renewing passports;
  - c) expenses for incorrect ticket purchases;
  - d) the reimbursement of any expenses “not under the department's responsibility”, but covered by other entities;
  - e) living expenses for additional days “not justified as part of the work trip assignment”;
  - f) receipts showing information not formally correct, such as dates or amounts corrected by hand or missing;
  - g) expenses for work trips for which compensation is received from third parties.

#### **Art. 16**

##### **Advances**

- 1) The persons referred to in Art. 1 - paragraph 2 - a) and c), authorised to undertake a work trip lasting at least 24 hours and involving an expense of at least €100.00, have the right to request an advance equal to 67% of the estimated expenses for travel, accommodation, conference registration and other expenses. This request must be received at least 7 days before the date scheduled for the start of the work trip.
- 2) Personnel who have been given an advance for expenses are required to submit to the Administration all the documentary evidence justifying this advance, within 30 days of the end of the work trip.

- 3) If the work trip fails to go ahead or the amount received exceeds the expenses actually incurred, the advance must be repaid as quickly as possible and no later than 30 days from the completion of the trip or from the date on which the work trip should have started.
- 4) Advances shall only be granted to staff who have complied with the provisions in the preceding paragraphs, and not before.

#### **Art.17**

#### **Statute of limitations for the right to payment for the work trip**

- 1) The right to the payment for the work trip shall expire if relative request fails to be submitted within 2 years of the end date.

#### **Art. 18**

#### **Changes to the table amounts**

- 1) The Board of Governors may adjust the amounts and limitations indicated in the table annexed to these Regulations (Annex 1), in consideration of the increases in the cost of living.

#### **Art. 19**

#### **Archiving**

- 1) All the documentation relating to the work trip shall be filed in a specific file for each work trip, in the department subject to possible legal checks, by a person assigned to this task, in particular:
  - a) Administration and Finance for the work trips relating to Central Administration, the Departments that have used the University Work Trip Service and the departments without spending autonomy;
  - b) the Department for work trips relating to Departments that do not use the University Work Trip Service.

#### **Art. 20**

#### **Final and transitional provisions**

- 1) These Regulations, issued by Rector's Decree and published on the university website <http://www.normativa.polimi.it>, enter into force on **1 September 2023** and shall apply to work trips starting from this date of entry into force.
- 2) For ongoing work trips not yet reimbursed and still in progress at the date of entry into force of these Regulations, the provisions of the Regulations shall also apply, if more favourable, for the period of the work trip started prior to this date.
- 3) Any pre-existing rules in contrast with these Regulations must be considered repealed.
- 4) For matters not covered by these Regulations, the applicable regulations in force for civil servants shall apply, insofar as they are compatible.

THE RECTOR  
Prof. Donatella Sciuto

Digitally signed in accordance with the eGovernment Code and subsequent amendments and additions.



### ACCOMMODATION

BENEFICIARIES	HOTEL CATEGORY
Professors, Researchers, Managers, Technical administrative staff, Employees of other Public Administrations, Auditors, Equivalent	First (**** stars)

### FOOD – DAILY LIMITS

BENEFICIARIES	4 to 8 hours	➤ 8 hours
Professors, Researchers, Managers, Technical administrative staff, Employees of other Public Administrations, Auditors, Equivalent personnel, other persons	€ 50.00	€ 100.00

### MEANS OF TRANSPORT

For all employees and non-employees	<b>TRAIN</b> (max allowed) First class (or equivalent) <b>AEROPLANE</b> (max allowed) Economy Class Business Class for transcontinental flights lasting more than 5 hours (L.148/2011)
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### WORK TRIPS ABROAD - ALTERNATIVE TRIP REIMBURSEMENT

<b>For the alternative reimbursement foreseen in Article 14, paragraph 3, the flat-rate reimbursement is €77.47 per day, up to a maximum of €1,549.40 per work trip</b>
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