

# REGULATIONS FOR TRAVEL ASSIGNMENTS

## Table of Contents

CHAPTER I GENERAL RULES.....	2
Art. 1- Object and subjective scope of application.....	2
Art. 2 - Definitions.....	2
Art. 3 – Travel assignment request.....	3
Art. 4 – Authorisation to undertake a travel assignment.....	3
CHAPTER II MANAGEMENT PROCEDURES .....	4
Art. 5 – General Concepts .....	4
Art. 6 – Duration of the travel assignment.....	5
Art. 7 – Means of transport.....	5
Art. 8 - Remuneration .....	6
CHAPTER III REIMBURSEMENT OF EXPENSES .....	6
Art. 9 – Reimbursement recipients.....	6
Art. 10 – Reimbursement of travel expenses.....	7
Art. 11 – Reimbursement of accommodation expenses.....	8
Art. 12 – Reimbursement of subsistence expenses.....	9
Art. 13 – Other reimbursable expenses.....	9
Art. 14 – Non-reimbursable expenses .....	10
Art. 15 - Advances.....	10
Art.16 – Period of prescription for entitlement to the settlement of assignment expenses.....	11
Art. 17 – Change of tabular amounts.....	11
Art. 18 – Forms and annexes .....	11
Art. 19 - Archiving .....	11
CHAPTER IV FINAL RULES.....	11
Art. 20 – Final and transitory provisions .....	11

## CHAPTER I GENERAL RULES

### Art. 1- Object and subjective scope of application

1. These Regulations govern the procedures for the granting and the remuneration of travel assignments undertaken in the University's interests.
2. The travel assignment can be undertaken:
  - i) By the Politecnico's employees employed on an indefinite and fixed-term basis;
  - ii) By the employees of other public authorities;
  - iii) By "assimilated" employees (appointed persons earning a similar income to that of employees): research fellows, Ph.D. students with a scholarship and contracted freelance workers;
  - iv) By other persons, including students, involved in activities that are of an interest to the Politecnico and who must be adequately insured within the University or the Institution they pertain to.

### Art. 2 - Definitions

1. Travel assignment means the temporary transfer outside of the Municipality of the ordinary place of employment in order to perform a service in Italy or abroad. Where the ordinary place of employment is not unique to one place, this will be taken to coincide with the venue of the Institution on behalf of which the assignment takes place. Implementation procedures must be effected in such a way as to primarily respond to the criterion of maximum cost effectiveness.
2. The acknowledgement of the residence or domicile as a point of departure and/or return is automatically recognised, if the beginning or the end of the travel assignment falls between 17:00h to 09:00h, and in all cases where the residence or domicile are closest to the assignment's location and, therefore, more cost effective for the Administration. The place of residence or domicile as the assignment's point of departure or return is also recognised for persons authorised to travel between the Politecnico's sites. In all other cases it is necessary to explain the reason why it is more cost effective to start or end the assignments in a different place.
3. Travel assignments can be grouped into three categories according to their purpose and the type of funds used for their reimbursement.
  - i) Assignments relating to University activities reimbursed by University funds.
  - ii) Assignments carried out in relation to services on behalf of third parties for research, consultancy, teaching and work on commission and are reimbursed from funds pertaining to grants and/or contracts entered into with institutions that do not indicate specific rules for the payment of assignments. These are subject to these Regulations and, in particular, the remuneration referred to in Art. 8;
  - iii) Assignments carried out under funding that involves specific rules dictated by the Financing Institution. The provisions of these Regulations apply to these assignments unless specific guidelines are provided or imposed by the Financing Institution, or if these are more favourable for the person on assignment, without prejudice to Italian legislation on social security contributions and taxation.

4. Reimbursement of expenses means the reimbursement of living expenses incurred by the person on assignment for the trip, subsistence and accommodation and any other expenses as provided for in CHAPTER III below and within the limits set out in the table attached to these Regulations (Annex 3).
5. Transfers to venues that are detached from the Politecnico di Milano are considered "out of service", and are not entitled to the reimbursement of subsistence, but to the use of the meal voucher. However, travel expenses follow the reimbursement procedures of these Regulations.

### **Art. 3 – Travel assignment request**

1. The request for a travel assignment for employees and assimilated employees must necessarily be entered into "Online Services" under the heading "Filling out of Forms for Travel Assignments", available on the University's internet portal.  
In the event that this is not complied with, the person on assignment will not benefit from the insurance cover provided by the University.
2. Requests for travel assignments from employees other than those indicated in the preceding paragraph must be made by using the paper form "Travel Assignment and Authorisation" (Annex 1). The manager of the "Travel Assignment Department" who authorises the assignment must send the travel assignments granted to the address [assicurazioni@polimi.it](mailto:assicurazioni@polimi.it), for related insurance compliance.
3. Lecturers, regardless of their role, who are holders of research funds or are formally included in a research project, and who are on leave, unpaid leave or on a year's sabbatical in accordance with applicable provisions, may be authorised to undertake assignments.

### **Art. 4 - Authorisation to undertake a travel assignment**

1. Authorisation to undertake a travel assignment must be issued under personal responsibility:
  - i) By Executives or persons delegated by them for assignments of interest to the Central Administration Departments;
  - ii) By Management or by persons delegated by them for assignments of interest to the Departments and regional Campuses and pertinent to the assignments of technical and administrative staff;
  - iii) By Departmental Directors/Vice Rectors of the Campus or persons delegated by them for assignments of interest to Departments and regional Campuses and pertinent to assignments of employees other than those referred to in the previous point;
  - iv) The Rector, Vice Rectors, Deans, Departmental directors, the General, Manager, Executives and University employees authorised by them, can certify the authorisation to undertake their assignments against funds for which they are responsible.
2. Authorisation may also be issued for employees who provide services in a different facility to that which the assignment pertains to, with prior approval from the Head of the Facility with which the employee is engaged or assigned to.
3. Authorisation from the holder of the funds incurring the expense is also required if different to those indicated in the preceding paragraphs 1 and 2.

4. The travel assignments of members of University Bodies and members of Committees or Boards are implicitly authorised at the time of their convocation.
5. Payment for the travel assignment is under the authority and responsibility of:
  - i) The Administration and Finance Department for assignments of the Central Administration and Departments that have made use of the University's Travel Assignment Service and of the facilities that have no spending autonomy;
  - ii) Management for Departmental assignments that do not make use of the University's Travel Assignment Service
6. With regard to the times and procedures for reimbursement, reference is made to what is stipulated in the Travel Assignment Service Level Agreement approved by the Politecnico's Board of Directors and published in the Transparency portal.

## **CHAPTER II MANAGEMENT PROCEDURES**

### **Art. 5 – General Concepts**

1. The scope of travel assignments must be related to activities falling within the Politecnico's objectives.
2. The allocation of expenses shall be borne by funds available in the University's budget, including those related to funding for the implementation of research programmes or services on behalf of third parties related to research, consultancy, teaching or work on commission.
3. The beginning and the end of the assignment are indicated and subsequently defined respectively on the paper forms "Travel Assignment and Authorisation" (Annex 1) and "Travel Expenses Statement" (Annex 2) for external staff, and on the online application form for all other persons, and must also take into account the time required to reach the means of transport for travel for the departure and, on the return, to reach the place of the end of the assignment.
4. The University Facility is permitted to directly sustain assignment expenses, but in this case, the assigned person is obliged to report these expenses in the appropriate section of the "Travel Expenses Statement".
5. On their return, persons on assignment are to fill out the settlement form (paper or online), attaching the original expenditure documents. Expenses incurred abroad in currencies other than the euro will be reimbursed at the exchange rate available closer to the assignment's commencement date, except in the case where the person on assignment proves that a different cost has been incurred.
6. Reimbursement of expenses pertains only to the days that are strictly necessary to perform the functions or services at the place of assignment. For assignments having their origin or destination in countries outside Europe, the reimbursement of expenses will be permitted up to two days before and two days after the activities that are the object of the assignment.
7. A self-certification (Annex 4) is permitted, made in accordance with the provisions of Art. 47, 3<sup>rd</sup> paragraph of Presidential Decree No. 445 of 28 December 2000, for all data which the Administration may verify by means of appropriate checks, pursuant to applicable legislation.

Self-certifications made online are exempt from the presentation of identification documents since the electronic procedure's access credentials serve as authentication. False self-certifications are punishable pursuant to applicable legislation.

### **Art. 6 - Duration of the travel assignment**

1. Travel assignments within Italy and seamlessly within the same locality may not be reimbursed for more than 240 days in a calendar year. This limit is reduced to 180 days for assignments to countries in the European Union and abroad. The 180-day limit may be exceeded by Ph.D. students provided that they are authorised by the coordinator of the Ph.D. programme.
2. For teaching staff assignments that exceed one month in duration, it is necessary to obtain the approval of the Faculty Council concerned and the opinion of the relevant School.
3. For technical and administrative staff, including managers, the approval of the General Manager is required when the assignment's duration exceeds thirty days.

### **Art. 7 – Means of transport**

1. The provisions of Art. 9 apply for assignments undertaken in relation to services on behalf of third parties for research, consultancy, teaching and work on commission, and reimbursed from funds pertaining to grants and/or contracts entered into with institutions that do not indicate specific rules for the payment of assignments.
2. The person on assignment may freely use the following ordinary means of transport:
  - i) Regular scheduled transport service (train, ship, aeroplane, other scheduled urban and suburban services);
  - ii) The Politecnico's service vehicles.
3. Where authorised, the assigned person may use extraordinary means of transport other than the above, such as:
  - i) Rented transport (cars, vans);
  - ii) Own transport (car or motor vehicle) or transport under authorised use and belonging to the spouse or cohabiting partner *more uxorio* or other cohabiting family members. Authorisation for the use of own transport is subject to the prescribed mandatory insurance cover. Pursuant to Law 122/2010 and subsequent amendments and additions, technical and administrative staff cannot use their own transport except in the cases provided for under the RGS (State General Accounting Department) Circular No. 36 of 2010.
  - iii) A taxi or other means of transport (such as car sharing, collective taxis, bike sharing, etc.), generally for journeys within the assignment's venue or for connections between the urban centre and stations or airports of arrival and departure.
4. The use of transport under paragraph 3 is automatically authorised in the time span between 17:00h and 9:00h, and may also be authorised beforehand or retrospectively if at least one of the following conditions prevail:
  - i) Cost-effectiveness when compared to the use of ordinary means of transport;
  - ii) A lack of ordinary means of transport; a strike on ordinary means of transport; a delay that does not allow arrival at the programmed destination in any other way;

- iii) When there is a particular service need or the stated requirement of quickly reaching the place of assignment or return;
  - iv) Transportation of materials and/or sensitive and/or bulky instruments, indispensable for the disengagement of the service;
  - v) A lack of connections in the place of assignment for the outward and return journey between the urban centre and railway stations or airports;
  - vi) Use of taxis for safety reason in countries where public transport is unavailable or unsafe.
5. In the absence of the aforementioned requirements, the use of extraordinary means of transport cannot be acknowledged and only the cost of a first-class train ticket, excluding any supplementary charges, for the relevant route will be reimbursed. In the absence of a train service, the cost of a ticket on other public means of transport will be considered. In the absence of public transport, the equivalent cost envisaged for the train to travel the necessary kilometres will be refunded.
6. The opportunity to benefit from special discounts on travel tickets against a longer stay at the assignment's place of destination must be evaluated according to the needs of the service, by using the criterion of maximum cost-effectiveness, including in the comparison, if this is to be requested, accommodation and subsistence expenses, corresponding to the highest number of days spent on assignment.

### **Art. 8 - Remuneration**

1. Assignments undertaken in any location in Italy or abroad, and made in relation to assignments to be reimbursed from University funds or pertaining to grants and/or contracts entered into with institutions that do not indicate specific rules for payment, can include:
- i) Travel expenses inclusive of consular visa costs, mandatory entry and/or exit fees imposed by foreign States, airport taxes, insurance, rented vehicles, use of own transport (where applicable), taxis, parking and motorway tolls actually incurred;
  - ii) Accommodation expenses (if required) inclusive of expenses for hotel reservations actually incurred;
  - iii) Subsistence expenses within the limits of what is specified in the table attached to these Regulations (Annex 3);
  - iv) The reimbursement of a mileage allowance as defined in Art.10;
  - v) Only for contracts on behalf of third parties, a possible daily third-party advance not exceeding EUR 200 net for categories where compensation is provided for in the third-party regulations.

## **CHAPTER III REIMBURSEMENT OF EXPENSES**

### **Art. 9 – Reimbursement recipients**

1. All staff referred to in Art. 1, paragraph 2 shall be reimbursed for expenses incurred during the assignment as provided for by applicable law and governed by these Regulations.

2. Reimbursements for any accompanying persons unrelated to the assignment are not permitted, whose costs, risks and liabilities are their own responsibility.
3. Travel assignments are excluded for consultants and freelance professionals under contract; if the specific contracts with these parties provide for the reimbursement of expenses these must be invoiced or charged by the parties concerned and paid together with the remuneration.

#### **Art. 10 – Reimbursement of travel expenses**

1. The reimbursement of travel expenses, including any agency fees incurred by using ordinary means of transport referred to in Art. 7, paragraph 2(i), will be made on presentation of the original travel tickets or online tickets.
2. The reimbursement of travel expenses incurred by using the University's service vehicles will be made on presentation of the documentation relating to the purchase of fuel, receipts of motorway tolls and parking areas used.
3. For the authorised use of own transport, a mileage allowance is permitted in addition to the reimbursement of motorway tolls and parking areas used.
4. The reimbursement of travel expenses incurred through the use of aeroplanes is permitted following the presentation of the flight ticket or suitable documentation attesting to the expense. The reimbursement of expenses for the traveller's flight insurance cover is also permitted upon presentation of suitable documentation, if insurance cover is not already provided under a specific insurance policy taken out by the University.
5. The reimbursement of travel expenses incurred by using rental vehicles will be made on presentation of the renter's invoice/fiscal receipt, the documentation relating to the purchase of fuel, the receipts of motorway tolls and parking areas used.
6. The reimbursement of taxi fares, where permitted, will be made on the basis of the receipt issued by the driver, bearing the name of the operator and the route travelled. The holder of the fund must expressly authorise the reimbursement of taxi fares if the daily amount exceeds €100.00.
7. The following is specified for the correct application of reimbursement procedures:
  - i) The reimbursement of the cost of travel documents is permitted against presentation of the substitute receipt issued by the managing organisation of the line to which the document refers which states that the original ticket has been collected. It must be possible to identify the type of ticket, the date, the route and the price from this substitute receipt.
  - ii) The reimbursement of payments made online is permitted upon the presentation of appropriate documentation certifying the payment.
  - iii) In the case of the loss of travel tickets, reimbursement is only permitted upon presentation of a self-declaration in lieu of an affidavit (Annex 4).
  - iv) If the tickets do not contain a price, reimbursement will be made on the basis of the invoice or statement of the agency that issued the ticket which specifies the price paid for the journey.



- v) The amount of the mileage allowance for the use of own transport is 1/5 of the cost of fuel multiplied by the number of kilometres travelled. For the purposes of reimbursement, reference will be made to the average national price of petroleum products available on the internet portal of the Ministry of Economic Development. The mileage will be calculated on the basis of the shortest route to reach the assignment locations and return, as declared by the person concerned using Annex 4, subject to verification by the competent offices;
- vi) In any case, charges for the collection of tickets dispatched by car, offerings for non-endorsement of tickets and road fines are not reimbursable.
- vii) Reimbursement for the non-use of the ticket due to deferment or the impossibility of fulfilling the assignment is permitted by using Annex 4 to declare the reasons for the force majeure or the serious grounds.
- viii) In the case of an online purchase, the document submitted for reimbursement must be made out in the name of the applicant.

#### **Art. 11 – Reimbursement of accommodation expenses**

1. The reimbursement of accommodation expenses is permitted upon the presentation of a standard invoice/fiscal receipt, made out in the name of the person on assignment, for accommodation in Italy and the equivalent original documentation for accommodation abroad, to the extent and within the limits set out in the table attached to these Regulations (Annex 3).
2. The choice of hotel, guided by the criterion of cost-effectiveness, generally follows the allocation classes set out in the table attached to these Regulations (Annex 3). Variations from this structure must be suitably justified and authorised in advance by the head of the assignment funds (e.g. for safety reasons in specific countries).
3. Accommodation in a category higher than that set out in Annex 3 is permitted in cases where the hotel is the conference venue.
4. The limit set for the hotel category can be disregarded if it is possible to prove that the cost incurred is lower than the expected cost for the permitted category for the same period and location of the assignment. The comparison is to be effected by the assignment's applicant and must take place at the same time as the booking.
5. A single room or, if unavailable, a double room for single use, must be availed of for the reimbursement of accommodation expenses in hotels.
6. The reimbursement of the accommodation expenses in residences or apartments is permitted if this turns out to be at a cheaper option than the expected cost of hotels in the same location and during the same period. In this case, the rental receipt conforming to applicable fiscal legislation must be submitted for reimbursement.
7. Expenses backed by invoices/fiscal receipts issued cumulatively will be eligible for reimbursement on a pro rata basis upon presentation of the beneficiary's declaration, using Annex 4.



### **Art. 12 - Reimbursement of subsistence expenses**

1. Subsistence expenses in relation to meals consumed exclusively in the assignment locality or along the way are eligible for reimbursement, including at airports and departure stations during the outbound and return travel times, to the extent and within the limits set out in the table attached to these Regulations (Annex 3).
2. The reimbursement of subsistence expenses is not permitted if the meal voucher has been used for payment.
3. The reimbursement of subsistence expenses, including snacks, will take place as indicated in the table attached to these Regulations (Annex 3). All costs documented by an invoice or a receipt are reimbursable. If the commercial outlet issues a sales receipt instead of a bill or fiscal receipt, this is eligible for reimbursement only if contains a description of the goods purchased, otherwise the assignment beneficiary must use Annex 4 to declare that the cost relates to a meal eaten by the same beneficiary.
4. The fiscal document submitted for reimbursement must always refer to the person on assignment.
5. For assignments exceeding an 8 hour duration, the daily limit set out in Annex 3 may be reached with one single meal or the sum of several meals.
6. For meals taken abroad, documentation is valid for reimbursement purposes if it contains the letterhead of the business outlet, the sum paid, the place and the date. If the receipt is not written in English, French, Spanish or German, the person concerned must attest to the cost incurred and to the nature of the expenditure by means of the self-declaration in lieu of an affidavit.
7. Expenses backed by invoices/fiscal receipts issued cumulatively will be eligible for reimbursement on a pro rata basis upon presentation of the beneficiary's declaration, using Annex 4.

### **Art. 13 - Other reimbursable expenses**

1. The following are eligible for reimbursement:
  - i) Registration fees for conventions, conferences, seminars paid on-site by the person on assignment at the point of registration, provided they are documented by an invoice or receipt, or by a special statement from the Organising Committee;
  - ii) Consular visa costs or other alternative visa costs, in addition to any other costs required to obtain its issue;
  - iii) Costs for hotel reservations;
  - iv) Airport taxes;
  - v) Costs related to internet connections and telephone costs, subject to the use of Annex 4 to declare that they are expenses pertaining to institutional goals;
  - vi) Travel expenses documented through the Telepass;
  - vii) Mandatory or recommended vaccinations and pharmaceutical expenses relating to preventative measures;

- viii) Insurance for flight cancellation;
  - ix) Costs for the purchase of the Swiss and Austrian vignette or other mandatory expenses to be able to access the motorway;
  - x) Laundry costs for assignments lasting over seven consecutive days;
  - xi) Costs for luggage storage;
  - xii) The increased costs for excess baggage in air travel;
  - xiii) Bank charges for currency exchange.
2. Invoices from travel agencies, organising committees and such like are also eligible for reimbursement provided that the different items of expenditure are specified in them, and as long as they conform to applicable fiscal legislation.
  3. The reimbursement of tips is eligible if these are compulsory in the place of assignment and if properly shown on the receipt; if the tip is added by hand, it may only be reimbursed upon proof of the assignment beneficiary's credit card statement.

#### **Art. 14 – Non-reimbursable expenses**

1. The following are not eligible for reimbursement:
  - i) Health care expenses in foreign countries if they are already covered by the University's insurance contract;
  - ii) Costs for the renewal or issue of a passport;
  - iii) Costs for the erroneous purchases of tickets;
  - iv) The reimbursement of any expense that "does not fall within the responsibility of the facility", but is to be borne by other entities;
  - v) Subsistence expenses attributable to additional days that are "not justified under the travel assignment";
  - vi) Sales receipts or receipts for payment with dates that are not formally correct as dates or with amounts that are missing or corrected manually;

#### **Art. 15 - Advances**

1. The persons referred to in Art. 1, paragraph 2(i) and (iii), authorised to undertake an assignment for a duration of not less than 24 hours and involving an expenditure that is not less than EUR 100.00, are entitled to request an advance equal to the cost of travel in addition to 67% of the expected subsistence and accommodation costs and other expenses. This request must be received at least 7 days before the date scheduled for the assignment's commencement.
2. Staff who have obtained an advance for expenses are required to submit to the Administration, within thirty days from the end of the assignment, all the documentation necessary for their payment.
3. If the assignment is not undertaken or the amount received is in excess of the actual costs incurred, the advance refund must take place as soon as possible and not later than 30 days from the date it was made or from the date in which the assignment was supposed to commence.

4. It is not permitted to grant advances to staff who have not complied with the provisions referred to in the preceding paragraphs until such time as they comply with the requirements provided therein.

#### **Art. 16 – Period of prescription for entitlement to the settlement of assignment expenses**

1. The entitlement to the payment of assignment emoluments is forfeited if the relative request is not submitted within 2 years from the trip's end date.

#### **Art. 17 – Change of tabular amounts**

1. The Board of Directors may adjust the amounts and limits indicated in the table (Annex 3) attached to these Regulations, taking into account the cost of living increases that have occurred.

#### **Art. 18 - Forms and annexes**

1. Staff other than employees and assimilated employees must use the following paper forms:
  - i) Travel Assignment and Authorisation - Annex 1.
  - ii) Travel Expenses Statement - Annex 2.
  - iii) Table for Determining Travel Assignment Compensation - Annex 3.
  - iv) Self-certifications and Declarations in Lieu of an Affidavit - Annex 4.
  - v) Biographical Data Sheet - Annex 5.
2. The forms may be amended on the deliberation of the General Manager, without prejudice to the tabular amounts as provided for in Art. 17.

#### **Art. 19 - Archiving**

1. All assignment documentation is stored in a special file for each assignment at the facility that is subject to any audits at law, and is entrusted to a person in charge, in particular:
  - i) The Administration and Finance Department for the assignments pertaining to the Central Administration and the Departments that have made use of the University's Travel Assignment Service and the facilities that have no spending autonomy;
  - ii) The Department for travel assignments pertaining to Departments that do not make use of the University's Travel Assignment Service.

### **CHAPTER IV FINAL RULES**

#### **Art. 20 – Final and transitory provisions**

1. These Regulations shall enter into force on 1 September 2016 and shall apply to the travel assignments that commence from the date of their entry into force.
2. For travel assignments of an ongoing nature, not yet reimbursed and still in progress at the date of entry into force of these Regulations, the provisions of these Regulations shall apply, if more favourable, even for the assignment period that commenced previously.

3. Any pre-existing rules in conflict with these Regulations must be considered as having been repealed.
4. For matters not covered in these Regulations, the applicable rules in force shall apply, mutatis mutandis, for civil servants of government departments.

Date.....No.....



**POLITECNICO**  
MILANO 1863

**Area/Department/Facility**.....

The undersigned.....in the capacity of.....

**ASSIGNS AND AUTHORISES** Prof/Dr/Mr./Ms.....

in the service of.....Pers. Code.....(if already registered)

belonging to the category:

Politecnico employee  Employee treated as such (contracted freelance workers, Ph.D. students with a scholarship, research fellows).....

Employees of other Public Authorities  Other persons

to go on assignment to: .....from ..... to.....

for the following reason: .....

**The assignment is congruent with the goals of the following fund:** project code.....

**AUTHORISES** the use of:

own transport  rental transport  taxi  taxi (daily amount > €100.00.)

for the following reasons:.....

To be filled out in the case of the use of own transport:  
brand, type, model and fuel supply (petrol / diesel)..... number  
plate.....for number of days.....  
The person on assignment declares to absolve the Politecnico di Milano from any liability arising from the use of personal transport

To be filled out in the case of a request for an advance:  
estimated travel expenses (return trip): €.....  
67% estimated subsistence and accommodation costs and other expenses € .....  
TOTAL € ..... (No advance will be paid if less than €100.00 or a duration of less than 24 hours)

- The travel assignment will be settled pursuant to Art. 8 relating to financing for services on behalf of third parties.  
Proposed Institution Gross Reimbursement: €...../day. (max €200.00/day net)
- It is an assignment carried out under a project financed by a European Community, international or other public administration body and specifically:.....  
The specific regulation in accordance with the provisions of Art 2, paragraph 3(iii) of the Regulations for Travel Assignments applies.  
The Regulations for Travel Assignments apply for matters not covered by the specific regulation.
- Travel and/or accommodation expenses paid with the order form, by credit card from the Facility or through travel agencies affiliated with the Politecnico di Milano

**Unless otherwise specified, the assignment will be paid pursuant to the Regulations for Travel Assignments.**

**Holder of the Fund**

**Person on assignment**

.....

.....

**THE DIRECTOR/DEAN/EXECUTIVE/DELEGATE**

.....

(omit if the delegate is the holder of the

fund)

Date .....



**POLITECNICO**  
MILANO 1863

**Area/Department /Facility**.....

Following the TRAVEL ASSIGNMENT AND AUTHORISATION of the ..... No. ....

Reason for the Assignment: .....

The Undersigned ..... Pers. Code..... (if already registered)

Is SENDING the following documents for the purposes of settlement:

- Travel expenses	€.....	€.....	€.....
- Accommodation expenses	€.....	€.....	€.....
- Subsistence expenses	€.....	€.....	€.....
- Other expenses (taxis, tolls, consular visas, etc.)	€.....	€.....	€.....
<b>TOTAL</b>	€.....	€.....	€.....
	<b>Expenses to be reimbursed</b>	<b>Expenses incurred directly by the facility</b>	Reserved for office use

**The undersigned DECLARES:**

- That the travel assignment was undertaken at..... commencing on the date: ..... at: ..... hours and ending on the date : ..... at: ..... hours
- That I received an advance of €..... with Order No..... Fiscal year.....

**For employees of other Public Administrations and for other persons: METHOD OF PAYMENT**

- Payment to bank account

Bank.....Agency/Branch.....

European Banking Details (IBAN) – FILL IN ALL FIELDS

	COD	CIN	ABI	CAB	Bank Account Number (fill in all 12 fields)
IT					

BIC/Swift Code (for payments abroad)

- Other forms of payment to be specified:.....

Furthermore, the Undersigned declares to be aware of the civil and criminal liabilities that may be incurred in the event of false declarations.

HAVING REGARD to the payment authorisation of the above expenditure to be paid by the .....funds

Project Code.....

**The person on assignment**

.....



### ACCOMMODATION

<b>BENEFICIARIES</b>	<b>HOTEL CATEGORY (max allowed)</b>
Lecturers, executives, technical and administrative staff, employees of other Public Authorities, auditors, assimilated employees, other persons.	First (**** star)

### SUBSISTENCE – MAXIMUM DAILY

<b>BENEFICIARIES</b>	<b>Up to 8 hours</b>	<b>➤ 8 hours</b>
Lecturers, executives, technical and administrative staff, employees of other Public Authorities, auditors, assimilated employees, other persons.	€ 50.00	€ 100.00

### MEANS OF TRANSPORT

For all employees and non-employees	<b>TRAIN</b> (max allowed) <b>AEROPLANE</b> (max allowed)	First class (or equivalent) Economy Class Business Class for transcontinental flights of a duration of more than 5 hours (Law 148/2011) within the limits of expenditure provided for by Law 122/2010 for State funds
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Date



**POLITECNICO**  
MILANO 1863

Following the TRAVEL ASSIGNMENT and AUTHORISATION of the..... No.....  
The undersigned .....Pers. Code.....(if already registered)  
Born at ..... on .....  
Residing at ..... Nationality.....

Aware of the civil and criminal liabilities that may be incurred in the event of false declarations pursuant to Arts. 75 and 76 of Presidential Decree 445/2000, declares:

- That participation in the convention/conference/event/other commenced on ..... at ..... hours and ended on ..... at ..... hours
- That the reason for the assignment, in the absence of documentation, is the following:  
.....
- That my own transport was used for the following reason:  
.....  
That the trip was of ..... km (return journey) and that the price paid for fuel was of € ..... per litre.
- That a taxi or other means of transport was used for the following reason:.....
- Other:.....

- That the following documentation has been lost:  
.....  
.....  
.....  
.....  
(For the purposes of this declaration it is necessary to attach a photocopy of an identity document)

**Person on assignment**

.....  
(legible signature)

Date



**POLITECNICO**  
MILANO 1863

The Undersigned .....  
(insert any second name)

Position.....Nationality.....

Born at (municipality or foreign state).....Prov. ....on.....

Municipality of residence.....Prov.....Post Code .....

Street.....No.....

Domicile municipality.....Prov. ....Post Code .....

Street.....No.....

Tel..... Cell..... Fax.....

E-mail.....

**Tax Code**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer (as applicable).....

Address..... Tel.....

**PAYMENT METHOD**

- Deposit in bank account

Bank.....Agency/Branch No.....

of..... In the name of.....

European Banking Details (IBAN) – FILL IN ALL FIELDS																						
	COD	CIN	COD ABI				CAB				Bank Account Number (fill in all 12 fields)											
IT																						

**BIC/Swift Code (for payments abroad)**

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- Send non-transferable cheque to the domicile address [ ]

I declare that I am informed, pursuant to and in accordance with Art. 13 of Legislative Decree No. 196 of 30.06.2003, that the personal data collected will be processed, included through computerised means, solely for the purposes of the procedures for which this declaration is made.

**Signature**

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