

# **Memo on the regulations governing missions**

Compensation school sector staff are entitled to

## **1 Mission compensation**

Minimum time interval to organize a mission case: four hours.

Daily allowance suppressed by Finance Law of 2006.

## **2 Meals**

If a mission lasts for more than eight hours, staff are entitled to reimbursement of the cost of a meal (max. € 22.26 / € 30.65 for managers).

If a mission lasts for more than twelve hours, staff are entitled to reimbursement of the cost of two meals (max. € 44.27 / € 61.10 for managers).

For the reimbursement an original expenditure document in the person's name is necessary: invoice, receipt, or non generic sales slip (i.e. not just "bar" or "drinks" etc.) along with a personal declaration.

## **3 Accommodation**

A stay in a hotel (three-star / four-star for managers) is reimbursed in all cases where the mission is long enough to make it impossible or difficult to return to base (e.g. the activity finishes late meaning re-entry during the night, lack of public transport because of the time, etc.).

For the reimbursement an original expenditure document in the person's name is necessary: an invoice or a receipt.

## **4 Travelling**

It is only permitted (and can therefore be reimbursed) to travel using suburban public transportation (in general: trains, non-urban buses, airport shuttles, ferries, planes). Managers are also entitled to a reimbursement of urban transport expenses.

- **TRAIN**

Journeys in 2nd class are reimbursed; for managers journeys in 1st class are reimbursed.

Booking costs are not reimbursed unless they are obligatory and included in the ticket price.

For the reimbursement it is necessary to submit the original ticket, validated for each journey (except for Euro Star trains)

- **SUBURBAN BUSES, AIRPORT SHUTTLES**

For the reimbursement it is necessary to submit the original ticket, validated for each journey.

- **PLANE (economy class only)**

Plane travel must be authorized in advance, with a specific request proving that it is indispensable and cheaper.

For the reimbursement it is necessary to submit the original travel ticket along with the boarding card.

There is no reimbursement of expenses for urban transport or taxis (except for managers), unless the latter is used to reach a location/office not linked in any way by public transport (a personal declaration must be attached to the request for reimbursement).