

TABLE OF MISSION EXPENSES REIMBURSEMENT

Law 18.12.1973 no. 836 as amended and integrated

Law no. 266 / 23.12.2005 – financial 2006

Law no. 122 / 30.07.2010 – financial 2011

Surname and name _____

Place of birth _____

Date of birth _____

TAX ID _____

Title _____

Home address _____

Place of work _____

Email: _____

Tel. _____

Assignment allocated by: _____ file no. _____ of _____

Reference project: _____

Destination: _____

Departure and return dates: _____

Reimbursement of travelling expenses

Please find attached _____ travel ticket/s for non-urban lines: train, bus.

Reimbursement of a plane ticket (economy class only) can only be made if previously authorized by the competent department.

Reimbursement of a taxi can only be made if previously authorized by the competent department. In any case, use of taxis is only admissible where use of public transport is effectively incompatible and excessively difficult with respect to need, time available, the project work schedule, and the subjective characteristics of the staff involved.

Reimbursement of accommodation expenses

_____ invoice/s / personal receipt/s, expenses for _____ night/s accommodation

_____ personal receipts, expenses for _____ meal/s

_____ receipt/s¹

(To be compiled only when requesting reimbursement of receipts)

The undersigned _____
hereby declares that receipt no. _____ of _____ for Euro
_____ refers to the cost of a meal taken during the above-mentioned mission
_____ on (date) _____

Notes: _____

Payment method:

bank transfer: IBAN _____

¹ Receipts and invoices must be made out to the user of the service or guest, with an indication, where pertinent, of the elements specified in Art. 3 of Presidential Decree no. 696 of 21 December 1996.

to be credited to account no. _____ in the name of
_____ at a bank in cash, at any Banca Nazionale del Lavoro branch
(indicate which) (only for amounts lower than €1,000.00)

Date _____

Signature _____