

MISSION GUIDELINES

The "missions and reimbursement of expenses" Regulation can be consulted on the UNIFI website.

‘Mission’ means work carried out in the context of institutional purposes outside the place of employment.

The authorization is necessary in order to guarantee the insurance coverage and must be requested enough time in advance; in exceptional cases it is possible to activate an emergency procedure in the online portal.

The purpose for which the mission is carried out must be relevant to the destination of the funds. Formal participation of the applicant in the project is also requested and indicated.

The mission’s relevance, if not immediately clear, can be explained by the manager of the funds.

The indication of the funds and the motivation of the mission must be specified in detail in the authorization request.

IN ADVANCE of MISSION

The request for authorization of the Mission must be inserted in the "Online missions" application at least 15 days before the start of the mission and it is allowed only to members of the department including phd students, assegnisti, borsisti, research grant holders (postdocs), fellowship holders (fellows)

ALTERNATIVE MISSION TREATMENT

An alternative mission protocol is provided for all employees including PhD students, research grant holders (postdocs), fellowship holders (fellows) and must be requested previously, during the phase of authorization.

CONFERENCE REGISTRATION

The reimbursement of expenses related to the registration for conferences, training courses and membership fees only takes place upon the presentation of an original invoice / receipt or through online documentation indicating the actual payment.

TAXI

Taxi reimbursement can only occur if the taxi is used in the urban area in which the mission is taking place and for the routes to and from airports, stations and ports, towards the places where the missions are carried out, within the maximum daily limit of 25 euros /a day.

In the case of an extra-urban taxi, the maximum limit is 90 euros / a day. Its justification must be clearly stated.

In both cases the receipt, containing the date, route and amount paid, must be attached.

FLIGHT

For the reimbursement of flight tickets, in addition to the ticket containing name and cost, it is indispensable to produce the ORIGINAL BOARDING CARDS or the flight certificate issued by the airline company.

OWN

VEHICLE

The use of one's own vehicle is allowed only for full professors, associate professors and permanent researchers for missions to be carried out in the territory of the European Union.

The use of one's own vehicle is also allowed to reach Florence airport but is limited to the reimbursement of parking expenses when they cost less than the cost of the taxi.

ACCOMMODATION AND BOARDING EXPENSES

The reimbursement of food is paid upon presentation of an invoice, tax receipt or receipts that indicate the restaurant or food venue and what was eaten or drunk.

Maximum food reimbursement is **€ 85 per day**.

The credit card receipt cannot be reimbursed.

As regards expenditure limits, it is necessary to check the tables attached to the mission Regulation, as for each State a different amount is provided.

The reimbursement of the overnight stay can take place upon the presentation of an invoice / receipt addressed to the applicant and issued by the hotel and by the agencies.

Maximum Accommodation reimbursement is **€ 175 per day**.

The reimbursement of the double room for single use is allowed, while in the case of use of the double room in which there is a second person, the part of the amount indicated in the invoice to be paid by the second person will not be refunded; if this amount is not clearly specified, only half of the amount indicated in the invoice will be refunded.

In the case of overnight stays in a residence or apartment for stays of more than 3 days in Italy and 10 abroad, the refund is admissible if the applicant proves the financial saving, by attaching at least one hotel price estimation for the same period.

It is necessary to present the rental tax receipt, addressed to the applicant, in accordance with the relevant tax legislation, issued by the manager or possibly by the agencies; in the case of online payment all the documentation from which the actual payment can be deduced, after signing the online expense request form, must be presented.

For stays longer than 30 days, it is also necessary to attach the contract.