

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 is only possible if used in the urban area where the mission is taking place and for round-trip journeys to airports, stations and ports, to the mission locations, up to a daily maximum of 30 euros/day. The receipt must be attached, containing the date, route and amount paid.

FLIGHT

For the reimbursement of air tickets, in addition to the ticket with name and cost, it is essential to produce the ORIGINAL BOARDING PASSES or the flight certificate issued by the airline.

OWN VEHICLE

The use of one's own means of transport is only allowed 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 means of transport is also allowed to reach Florence airport, limited to the reimbursement of parking costs when it is economically more advantageous than a taxi.

ACCOMMODATION AND BOARDING EXPENSES

The reimbursement of meals is granted upon presentation of an invoice, receipt or till receipt, provided that they show the type of establishment authorized to provide catering or sell food and the nature, quality and quantity of the transaction. The credit card receipt cannot be reimbursed. The maximum daily meal allowance is 100 euros/day if the mission includes two meals (otherwise the limit is reduced by 50%).

(...)

The reimbursement of accommodation can be made upon presentation of an invoice/receipt in the name of the applicant issued by the hotel and agencies. Reimbursement of a double room for single use is allowed, while in the case of a double room being used, the part of the amount indicated on the invoice for the second person will not be reimbursed. If the amount is not clearly specified, half of the amount on the invoice will be reimbursed. In the case of overnight stays in a residence or apartment for stays of less than 3 days in Italy and 10 abroad, reimbursement is admissible: if the applicant demonstrates the economic advantage by attaching at least one hotel quote for the same period.

It is necessary to present the lease receipt in the name of the applicant in accordance with the relevant tax regulations, issued by the manager or, if necessary, by the agencies. In the case of online payment, all documentation from which the actual payment is evident must be attached, after affixing the signature on the online expense reimbursement request form. For any stays longer than 30 days, it is also necessary to attach the contract.

The duration of the mission and therefore the right to reimbursement of the relative expenses is strictly limited to that required by the service and the time necessary to carry it out.