

TRAVEL POLICY
UNIVERSITÀ DEGLI STUDI DI GENOVA

ART. 1 - PURPOSE AND CHARGING OF EXPENSES

(1) These Regulations governs the assignment, authorization and economic treatment for the performance of business travel (“missione” in Italian) to be carried out by the staff working at the University of Genoa, the employees of other State Administrations and the staff unrelated to state administrations. It also governs the payment or reimbursement of conference registration fees.

(2) Business travel is defined as travel for the purpose of conducting service activity outside the ordinary office location, both in Italy and abroad.

(3) Business travel assignments can only be conferred to fulfil needs related to the University's institutional purposes to people who have the necessary suitability to bring them to full completion.

(4) Personnel that are not employees of the University may carry out a business travel assignment, with the limitation of reimbursement of documented out-of-pocket expenses and provided that the sum agreed for the services indicated is not already inclusive of any and all expenses to be incurred in order to complete the assignment, upon the occurrence of one of the following conditions:

- personnel has been previously included, where permitted, in research programmes;
- is the holder of positions provided for in the Regulations for the assignment of external collaborative positions of the University;
- is a member of any comparative evaluation committee;
- has been invited to hold seminars or conferences organised by the University.

Similar treatment is extended to the employees of the National Health Service assigned/operating in the University Operating Units or Hospital Operative Units under University Management of the “Azienda Ospedaliera Universitaria” and / or Scientific Bodies and Institutes affiliated with the University.

(5) These Regulations also apply to PhD students, scholarship holders and university fellows, to holders of medical specialization contracts sent on research travels. To this end, said staff is considered assimilated to the researcher.

(6) These Regulations also govern the reimbursement of travel and subsistence expenses incurred for training mobility.

Training mobility means participation in training initiatives outside the institutional headquarters for:

- a) PhD students, whether or not benefiting from a PhD scholarship;
- b) those enrolled in graduate schools, whether or not they are scholarship holders;
- c) holders of other post-graduate scholarships;

- d) students enrolled in university master courses of the University of Genoa, whether or not they are scholarship holders;
- e) students enrolled in official courses of the University of Genoa (degrees and master's degrees), whether or not they are scholarship holders;
- f) experts in the subject formally appointed for updating reasons.

In any case, expenses for training periods which take place in the place of residence or habitual residence of the person concerned are excluded from reimbursement.

In order to measure reimbursements:

- the fellows and subjects indicated in letters a), b), c), d), f) above are considered equivalent to the university researcher;
- the students referred to in letter e) above are treated as technical-administrative staff classified in category C, economic position C1.

(7) Reimbursements of food, travel and accommodation expenses already covered by contributions assigned to this end such as, for example, mobility grants, are excluded in any case.

PhD students with scholarships, authorized by the Board of Teachers to carry out periods of stay abroad and who benefit from the 50% increase in the scholarship, pursuant to art. 20 paragraph 3 of the Regulations for the PhD, can only be reimbursed for travel expenses, in application of these Regulations.

In the event that the stay is not longer than or equal to 10 days, the PhD student, as an alternative to the 50% increase in the scholarship and without prejudice to the right to use it, where due, for another stay, can benefit from the reimbursement of the travel, board and lodging expenses, within the limits set out in these Regulations, taking into account the availability of the necessary funds.

In the presence of the same availability, the reimbursements provided for in these Regulations are also allowed, with deliberation of the Board of Teachers, in the case of authorised travels that the PhD student carries out during the period of stay abroad to locations other than that of ordinary destination.

(8) Expenditure on business travel or training mobility shall be charged to funds belonging to the Fundamental Structure or the Management Area for this purpose.

For students enrolled in university master courses, whether or not scholarship holders, the reimbursement of the costs of training mobility must be provided for by the financial plan of the master itself without charges for the University.

ART. 2 – ASSIGNMENT AND AUTHORIZATION TO BUSINESS TRAVEL AND MOBILITY

(1) The assignment or authorization to carry out the business travel or training mobility must be indicated in a special written order, before the trip itself begins.

(2) The order of assignment to the business travel and authorization issue is provided:

- by the Rector for the members of the central academic bodies, for the teachers, for the external subjects, in the case of business travel carried out in the general interest of the Institution, after verification of the financial availability by the Manager responsible for the funds on which the travel expenses are charged;
- by the General Manager for Executives and technical/administrative staff belonging to the Management Area;
- by the Manager, or his delegate, for the technical/administrative staff belonging to the Area of competence also in case of business travel carried out in the interest of the Fundamental Structure to which the personnel themselves are assigned;
- by the Head of the Structure (Department Director, School Principal, Centre Director/President, Library Director) or his delegate for teachers and external subjects, in the case of business travel carried out in the interest of the Fundamental Structure.

(3) In the case of training mobility, the order of assignment and authorization is arranged by the responsible for the fundamental structure owner of the fund on which the expenditure is charged or by its delegate.

The measure itself can be issued only if accompanied by:

a) certification by the Course Coordinator or the School Director on the need for travel in relation to study and/or research programme, for students enrolled in doctoral research courses and specialization courses having headquarters at the Genoa University, whether or not scholarship holders.

In any event, the costs of reaching the curricular headquarters or the consortium headquarters shall not be reimbursable if said locations are closer to the municipality of residence than the curriculum headquarters of departure;

(b) certificate of the Director of the course on the need for travel in relation to the study program, for students enrolled in university masters instituted by the University of Genoa;

(c) certification by the tutor teacher on the need for travel in relation to the study program for holders of post-graduate scholarships other than doctoral, master or specialization;

(d) certificate from the Coordinator of the curriculum on the need for travel in relation to the study for students enrolled in official degree and master's degree courses of the University of Genoa, based on criteria predetermined by the Curriculum Program Council and prior assignment for the purpose of financial resources from part of the Department Council;

(e) for "cultori della materia", a substantiated request by the professor chairmen of the board of examiners of which they are members

The certificates referred to in point a) above are not required if the mobility refers to participation in scientific initiatives not included among the official ones of the doctoral course or of the school of specialization and whose expense should not be charged to the PhD or the school funds.

(4) The business travel carried out by the Rector, Vice-Rector vicar, Deans, General Manager, Managers of the management centres are not subject to authorization without prejudice, for insurance purposes, to the need for prior written communication from the interested party to their home organization office that must contain the elements referred to in the next paragraph.

(5) The following elements must appear in the business travel or training mobility provision:

- surname and name;
- qualification or economic position;
- location of the business travel or training mobility;
- day and time of departure;
- day of return, or estimated duration;
- purpose of the business travel or training mobility;
- used means of transport, with suitable motivation when it comes to extraordinary means;
- fund to which the expenditure must be charged with the specifications of the accounting coordinates.

(6) The business travel or training mobility measure is issued as a result of verification of the necessary financial cover and requires that the consistency of the way it is carried out is carefully assessed with respect to general criteria of cost-effectiveness and efficiency.

(7) Where the mission or training mobility is covered by contracts or research funds, a prior visa is required of the Scientific Responsible which verifies that the purposes are appropriate for the intent for which the funds have been disbursed and indicates the type of reimbursement: business travel handling or out-of-the pocket.

(8) Of the truthfulness of the data and information indicated in the document requesting authorisation or communication of the travel business or training mobility occurrence, as well as those that follow provided for the purposes of settlement of the due reimbursement, are responsible those who sign the corresponding declarations made and received in accordance with the provisions in force concerning declarations in lieu of certification and self-declarations.

Without prejudice to the verifications provided for by law, only documentation directly certifying the expenses incurred for which reimbursement is requested shall be demanded from the persons concerned.

(9) If a professor is absent on a mission for more than a week on behalf of a person other than the Director of the relevant Department, he or she must inform the latter in advance of the absence. For absences lasting longer than two weeks, the assignment or authorization can be issued only with the favourable opinion of the Directors of the departments to whom courses of study are assigned whose lessons must be suspended.

(10) Persons with different qualifications, sent on a business travel to accompany and to work with personnel of higher qualification, or who are part of an official delegation of the University, may be authorized to benefit from the same treatment regarding travel, food and accommodation as the person of higher qualification on the same business travel. The circumstance must be indicated in the measure authorising the business travel.

ART. 3 MEANS OF TRANSPORTATION

(1) Personnel authorised to carry out a mission are required, if they have not been authorised to use extraordinary means, to use ordinary means of transportation. In case of training mobility, only the use of ordinary means of transportation is allowed.

(2) These are ordinary means of transportation:

- rail and other means of regular scheduled service such as: air, ship, suburban bus and urban public transport;
 - the means of transportation of the Administration;
 - taxis, limited to urban journeys, for journeys along the routes strictly necessary for the performance of the business travel; these are the outward and return journeys to airports, stations and ports in Italy and abroad, as well as, in any case, journeys in the location of the business travel between the following places: railway station, hotel, address of the destination body or bodies, venue of conferences or meetings;
 - taxis on suburban routes between the town of destination and one of the nearby airports and vice versa.
- The terms of use of the means of transportation are set out in the attached Table 1).

(3) These are extraordinary means of transportation:

- the means of those who carry out the business travel;
- taxis on extra-urban routes, except as specified in Article 3, paragraph 2;
- hired vehicles;
- taxis on urban routes other than those specified in paragraph 2.

(4) The use of extraordinary means is subject to prior authorisation and the existence of one of the following conditions:

- (a) is more economically viable than ordinary means of transportation. The greater convenience must result from a comparison of the overall costs relating to the two hypotheses and is in any case assumed if, as a result of the use of the own means of transportation, an overnight stay is avoided or there are at least two people sent on business travel using the same means of transportation;
- (b) it is necessary to reach the trip destination and/or return to headquarters as a matter of urgency for reasons of service;
- (c) the trip destination is not served by interregional trains or the timetable of such trains is incompatible with the completion of the business travel;
- (d) where there is a need to carry bulky, heavy or delicate equipment or materials necessary for the performance of the business trip;
- (e) the business travel requires transfer to several locations on the same day.

(5) Authorisation to use one's own vehicle is subject to the issue of a written declaration by the interested party that the Administration is relieved of any liability arising from the use of the vehicle itself.

(6) Unauthorised but proven use of own means of transportation shall give rise to reimbursement to the extent provided for the fastest means of rail travel, including supplements for the class of entitlement, up to the amount actually incurred and documented or determined in accordance with Article 5(1) (e) below. The maximum amount indicated also includes the reimbursement of documented parking expenses as indicated in Article 5, paragraph 1, letter e).

(7) Staff travelling using their own vehicle may be fully insured. To this end, the Head of the organization unit must send to the Central Administration, also by fax, normally at least 24 hours in advance and in any case before the trip is carried out, a form containing the following information requested by the Insurer:

- (a) the names and qualifications of the travelling persons;
- (b) location of the business travel;
- (c) type of vehicle and registration number of the vehicle used;
- (d) time and day of departure and return, i.e. duration of the business travel;
- (e) total number of kilometres to be covered;
- (f) date on which authorisation to carry out the business travel was granted.

(8) In cases of urgency, duly substantiated, the use of the extraordinary means of transportation may also be granted by ratification after the fact.

(9) In the case of the use of own means of transportation, in order to activate the insurance cover, the person concerned must send to the Central Administration, also by fax, as a rule at least 24 hours in advance and in any case beforehand of the start of the business travel, a written communication containing:

- the motivation for the urgency;
- the statement referred to in paragraph 5) above;
- the information referred to in paragraph 7) above.

(10) The taxi used for non-urban routes is to be regarded only as supplementary to ordinary means of transportation and its use must always be duly motivated, with the exception of the provisions of art. 3 paragraph 2).

ART. 4 - FORMS OF REIMBURSEMENT

(1) Personnel on duty at the University of Genoa and other State Administrations, sent on business travel in Italy and/or abroad, may request reimbursement of expenses incurred and documented in relation to travel and transport, accommodation and meals. In the sole case of a business travel abroad exceeding one day including a trip, the administration, at the request of the interested party, may authorize the payment of a sum as determined in the attached table 3 for each twenty-four hours of the business travel, as an alternative to reimbursement of expenses incurred for board, lodging and use of urban public transport and taxi.

(2) Personnel outside the State Administrations, as well as postdoctoral research fellows, PhD students, students enrolled in specialisation schools, holders of post-graduate research grants, students enrolled in master's degree courses university, students enrolled in official courses of the University of Genoa (degrees and master's degrees), shall be solely reimbursed for the costs incurred and documented relating to travel and transport, accommodation and meals, in Italy and / or abroad, within the limits of what is established for university staff to which they are equated by the person who authorizes the business travel.

(3) The right to reimbursement of board and lodging expenses is acquired when the service activity is carried out locations no less than 10 km from the boundaries of the municipality of the place of employment. The reimbursement of board and lodging expenses is not due for business travels carried out in the place of usual residence, even if more than 10 km away from the place of service.

(4) The request for payment of expenses must specify the day and time of the start, end and any interruptions and resumption of the business travel or training mobility.

In the case of a business travel or training mobility abroad carried out in several locations, the days when one location is left for the other must be reported.

(5) Allowance for continuous business travels carried out in the same place in Italy or abroad is no longer due after the first 240 days; for those abroad it is reduced to $\frac{3}{4}$ after the first 180 days.

ART. 5 - EXPENSES REIMBURSEMENT

(1) The right to reimbursement concerns the following expenses, in accordance with the provisions of table 1:

a) Rail: cost of the ticket for the class of travel to which you are entitled, supplements and reservations, overnight train accommodation to which you are entitled. Within the limits of the amount corresponding to the accommodation to which you are entitled, reimbursement of any expenses incurred for a different accommodation and for sections other than the direct one served by faster trains is allowed. The use of the single sleeping car is also permitted to staff not entitled to such accommodation as a replacement for an overnight stay in a hotel room. On trains where service levels are provided, the 'executive' and 'business' levels correspond to the first class and the 'standard' and 'premium' levels to the second class.

Further equivalences may be established by a decree of the Rector which may be useful as a result of successive or different classifications of service levels for passengers in the cars of the various rail transport operators;

b) Suburban buses and urban public transport: cost of the ticket;

c) Ship: cost of the ticket for the class to which you are entitled and any charges for reservations and boarding fees;

d) Airplane: the cost of a ticket in the class to which you are entitled and the cost of life insurance up to a ceiling corresponding to the gross annual salary multiplied by 10 on presentation of the corresponding policy document. The reimbursement of the air ticket shall also apply in the event of cancellation or delay of the flight which does not allow timely arrival at the destination for the amount not refunded by the Airline.

Alternatively, reimbursement of the premium of any insurance to cover the risk of flight cancellation without compensation from the airline is permitted.

If you use your own vehicle to reach Genoa airport, you may be reimbursed for the cost of parking up to an amount corresponding to a 48-hour stay, regardless of the duration of the actual stay. Within the limits of the economic convenience for the Administration is also allowed the reimbursement of expenses incurred for air travel departing from airports other than Genoa, including those for the use of their own vehicle to reach those airports and those for parking the vehicle itself; the economic convenience for the Administration is determined in advance with reference to the maximum fares of the class to which you are entitled on scheduled flights departing from Genoa to the airport serving the place of business travel, including any stopovers;

e) Own vehicle: the use of this vehicle gives the right to analytical reimbursement of travel expenses determined on the basis of an amount per kilometre equal to 1/5 of the average cost of super petrol and the amount of motorway tolls, on presentation of a receipt or Telepass account statement showing the date and time of transit, the route travelled and the amount paid; reimbursement will be granted only for the route relating to the business travel.

The distances travelled to the business travel location are calculated with reference to the distances per kilometre published by the Automobile Club d'Italia (ACI).

In the case of business travels carried out pursuant to paragraph 19 below by personnel authorised to use their own means of transport for the transport of bulky, heavy or delicate equipment or materials, in the case of complex journeys for journeys within the territorial limit of the Municipality of the travel destination that cannot be traced back to the routes published by ACI, the distances covered to reach the places where the planned activities are to be carried out must be declared by the interested party under his own responsibility.

In the event that the use of your own vehicle has been authorized pursuant to art. 3 paragraph 4, letter a) and the economic convenience in comparing the overall expenses relating to the two hypotheses is highlighted, it is also allowed, limited to the travel location, reimbursement of expenses incurred for parking the car on presentation of fiscally correct documentation. Receipts automatically issued by ticketing machines are allowed.

These reimbursements are also due to contract staff provided that:

-they are engaged in the performance of institutional functions related to inspection, verification and/or control tasks;

-the activity must be carried out in particularly disadvantaged geographical locations;

-the use of own means is economically more advantageous;

f) Hired vehicle: the use of this vehicle entitles the holder to reimbursement of the cost of the hire, motorway tolls and other documented and necessary costs to ensure the normal operation of the means of transport while the business travel is being carried out;

g) Taxi: cost of the documented fare. If the business travel assignment is abroad, for travel within the urban area of the destination, the reimbursement is up to a maximum of € 25.00 per day.

(2) Travel expenses are reimbursed upon presentation of the corresponding original documents, in photocopy if the original is attached to the reimbursement file of another person sent on a business travel or training mobility by the University of Genoa, a certified copy if the original is attached to the reimbursement file of another person sent on mission or training mobility by another Institution.

For e-tickets, reimbursement takes place on presentation of the documents provided for in paragraphs 6 and 7 of Article 5.

(3) The costs of board and lodging are settled upon presentation of the relevant invoices or tax receipts in original. As far as meals are concerned, the presentation of tax receipts is also allowed, which show analytically the expenses incurred and indicate the activity of the commercial business, which must be authorized to administer food and drink.

(4) In the case of documents issued in a currency other than the euro, the exchange rate applied shall be the one in force on the day of commencement of the trip or, if not available, the first available one on the following days. For reimbursement of charges paid in foreign currency by credit card, the amount actually paid in euros is reimbursed. In the case of an appointee resident outside the EU that purchases travel documents in the country of residence in local currency, for the purposes of reimbursement, the exchange rate applicable on the date of the documented purchase shall apply.

If the purchase of foreign currency is necessary, the relevant exchange rate may be applied upon presentation of the purchase receipt if the currency was purchased in the foreign country of the business travel or training mobility destination. If the currency has been purchased in Italy, to apply the relative exchange rate the receipt must be that of a bank and the purchase made within five working days from the date of departure. In any case the exchange rate of the currency purchase can only be applied for the quantity of currency purchased.

(5) If the expenditure documentation is written in a foreign language other than English/French/German and Spanish, a literal translation signed by the person concerned is required.

(6) In case of withdrawal of the original document by the transport company (receipt for berth or sleeping berth, ticket for travel abroad) it is allowed the reimbursement of the cost incurred upon presentation of a replacement receipt showing the price, date, route.

(7) In the case of an electronic railway ticket, reimbursement of the expenses incurred upon presentation of the following documentation is allowed:

- a) printout of the confirmation of the ticket purchase via the Internet, with details of the purchase made;
- b) printout of the copy of the purchase receipt, which is sent by e-mail, choosing the delivery method with receipt of payment by e-mail.

(8) In the case of an electronic air ticket, reimbursement of the cost incurred may be made on presentation of the following documents:

- (a) printout of the confirmation of purchase of the ticket via the Internet, with the identification details of the journey;
- (b) receipt of payment;
- (c) self-declaration that the electronic ticket has not been and will not be refunded by another entity.

(9) In the event of the documents being stolen or lost, the relevant expense will be reimbursed by producing a self-drafted affidavit containing a detailed description of the elements that characterize them and the circumstances that prevent their presentation.

(10) Without prejudice to the application of the provisions of paragraph 9 letter a) of Article 5, those who have used a class higher than the one to which they are entitled will be reimbursed the ticket and related supplements only to the extent provided for the accommodation to which they are entitled, as deduced from the official fares in force.

(11) If the business travel starts and/or ends in places other than Genoa and as a result there is an increase in expenditure, a valid justification and prior authorisation is required.

(12) The overnight stay away from home, once the commitments corresponding to the assignment have been fulfilled, in places less than 90 minutes away, with the fastest train, must be explicitly justified.

(13) The limit amounts for meals and hotel categories eligible for reimbursement are shown in Table 1) for destinations in Italy and Table 2) for destinations abroad.

(14) For business travel and training mobility lasting 8 hours or more, reimbursement of travel expenses and of the cost of a single meal shall be covered, within the limits set out in Tables 1 and 2. For business travel and training mobility lasting more than 12 hours, the reimbursement of travel, accommodation and meal expenses shall be reimbursed within the overall limit set out in Tables 1 and 2; this limit may not be reduced if the person concerned waives the reimbursement of one of the two daily meals to which he is entitled.

(15) Reimbursement of accommodation expenses is recognized within the limits of the 1st (four-star) or 2nd (three stars) hotel expenses category. Subject to authorisation, the reimbursement of expenses incurred in hotels of a higher category is allowed,

if appropriate documentation of the application of a preferential rate that falls within the average price applied in that period by the hotels of the allowed category in the same area is provided.

(16) In the case of continuous business travel or training mobility in the same location for a duration of no less than one week for which it is economically advantageous, it is allowed to reimburse expenses incurred for accommodation upon presentation of a simple receipt of the amount paid for the stay in the rooms, apartments, hostels, pensioners or other and, as far as food is concerned, also by presentation of receipts issued by establishments authorised to sell foodstuffs, canteens or similar establishments.

In the case of business travel or training mobility in foreign territory of more than 10 calendar days and if it is cheaper than a hotel stay, the reimbursement of accommodation costs in "residences" of a category equivalent to the allowed hotel category is granted, in addition to the cost of meals within the limits set out in the attached Table 2. The original supporting documents must be cancelled with the legible name of the person concerned. The latter must attach the supporting documents to a summary self-certification where it certifies the truthfulness of the expenses incurred by him in relation to the object that justifies the stay away from home and containing the detailed description of the elements that characterize these expenses.

(17) For stays in the national territory the hotel category must result from the invoice or receipt issued by the hotel. In the absence of explicit reference, the category must be taken from the hotel directory or the hotel website. For stays in foreign territory, the category may also result from a declaration of the local Italian Representation (Consulate or Embassy), acquired by the interested party also by fax or by correspondence, or from a declaration issued by a travel agency.

(18) Except for the cases provided for in paragraphs 15 and 16 above and in paragraph 4 of art. 7), the costs of overnight stays in a hotel of higher category than the one to which they are entitled, will give rise to the reimbursement of the documented amount of the corresponding overnight stay in a hotel of the allowed category in the same location.

(19) To personnel sent on a business travel to:

- (a) civil protection activities in situations of first emergency;
- (b) detection, observation and monitoring of scientific installations and facilities;
- (c) activities of protection and detection of historical, artistic and environmental heritage;
- (d) activities on the territory for geological, archaeological research, etc.;
- (e) activities involving embarkations on naval or aerial units

who is unable to take advantage of a meals or overnight stay due to a lack of catering facilities and services, a flat-rate daily refund of € 10.33 net instead of the cost of the meal and € 10.33 net instead of the amount corresponding to the overnight stay shall be paid. These amounts may be adjusted by Rectoral Decree in compliance with current regulations.

(20) The person in charge of the business travel or training mobility shall be entitled to reimbursement of documented visa fees, consular posts, vaccinations, travel agency.

(21) For missions to countries outside the EU, which require supplementary health insurance, full reimbursement of the premium is allowed. In relation to the case referred to in this paragraph, if a special agreement is stipulated by the University, the staff is required to make use of it.

(22) In the case of business travel or training mobility authorised but not carried out due to serious health, family or service reasons or due to duly documented impossibility, expenses already incurred and not reimbursed by the recipient as well as any penalties applied to the reimbursement by the latter shall be eligible for reimbursement.

ART. 6 - ALTERNATIVE TRAVEL TREATMENT

(1) In the case of business travel abroad, the administration, at the request of the person concerned, authorises in advance, in addition to the reimbursement of travel expenses and in the case of assignments of more than one day, including travel, the payment of a sum as determined in the attached Table C for each twenty-four hours of the assignment, as an alternative to the reimbursement of expenses incurred for board and lodging.

(2) In the case of continuation of the business travel for periods of not less than 12 continuous hours an additional sum equal to half of those determined in the attached Table 3 shall be paid for the continuation period.

(3) The alternative travel treatment does not apply where staff are housed by the Administration, European Community institutions or foreign States.

(4) In the case of use of the alternative travel treatment referred to in this Article, no reimbursement shall be made for the use of urban public transport or taxi used during the assignment.

ART. 7 - PARTICIPATION IN CONFERENCES

(1) The registration fee for the participation in a Convention is not an expense for business travel or training mobility but constitutes expenditure for purchasing services and as such is handled by the managers of the administration centres. However, if the participation in a convention is related to a business travel or the accomplishment of a training mobility initiative and the payment of the registration fee is anticipated by the interested party and duly documented, the related reimbursement is carried out in the same way as other reimbursements provided for the travel business or mobility in compliance with the provisions of this Article.

The reimbursement of the registration fee is allowed in the same way, even if the interested party has expressly renounced to the other reimbursements to which he is entitled. In any case, the interested parties have the right to request all reimbursements and any economic treatment due by filling-in a single request or a single communication for those who do not need a mandate or authorization.

(2) If the registration includes accommodation and/or board and it is possible to differentiate the amount of the registration from that of the accommodation and/or board, the amount of the registration will be paid or reimbursed in accordance with paragraph (1) and the accommodation and/or board costs as a business travel or training mobility expense.

(3) If it is not possible to differentiate the amount of the registration, we will pay or reimburse the full amount as indicated in paragraph (1) above and the interested party must declare, for the purposes of liquidation of business travel or training mobility expenses, the number of overnight stays and the number of meals taken.

(4) In the case of participation in Conferences and Conventions, whose hotel accommodation is established by the organization itself, it is permitted to use a higher category than the one to which it is entitled.

(5) If the hotel accommodation is managed through the Organizing Secretariat of the event or through a travel agency designated by the Secretariat itself, and it is therefore possible to present only the invoice issued by the Agency or the Organizing Secretariat instead of the hotel, it is possible to reimburse these expenses for accommodation on business travel or training mobility provided that the documentation provides evidence of:

- the name and category of the hotel;
- the number of people who have used the service;
- the type of accommodation;
- details of the items covered by the expenditure.

(6) The documentation must be accompanied by a statement from the person concerned that it was not possible to do otherwise.

(7) In the case of training mobility for participation in specialist courses or conferences, the reimbursement of any enrolment fees charged to the PhD funds may be made, as the case may be, only by express resolution of the Board of Teachers or with the prior authorization of the Scientific Director or the Director of the school or the Course Coordinator attesting the need for participation as a significant element of the training.

ART. 8 - ADVANCE PAYMENT OF TRAVEL EXPENSES

(1) The staff in charge of carrying out a business travel and the persons in training mobility have the right to request and obtain an advance if the amount of the estimated expenses is equal or higher than € 250.00.

(2) For business travel in Italy, the advance is equal to seventy-five per cent of the total treatment due. For missions abroad with reimbursement for solely the costs incurred, the advance will be equal to the amount of hotel expenses or as per art. 5 paragraph 16, as budgeted. For missions abroad with alternative travel treatment, the advance will be equal to the cost of travel expenses and 90 per cent of the sum calculated in accordance with art. 6.

(3) Any request for advance payment must be made well in advance of the date of commencement of the assignment and can only be granted if the person concerned indicates the costs of the expenses envisaged as per paragraph 1. In any case, payment resulting from complete requests must be made within fifteen days of submission of the request.

(4) The staff who have requested and obtained the advance shall be required, once the assignment is completed, to deliver as soon as possible and in any case no later than 15 days after completion of the assignment, all the documentation necessary for the liquidation.

(5) Those who, having obtained the advance, are unable to carry out the assignment, must promptly return the advance received and, in any case, no later than 15 days from the date on which the business travel should have begun.

(6) In cases of training mobility, advances are only allowed to those who are beneficiaries of scholarships or other financial treatment provided by the University. The advance will be equal to 75% of the estimated expenses both in Italy and abroad.

Art. 9 – PRESCRIPTION

(1) The right to payment of business travel or training mobility benefits shall lapse if the relevant documentation has not been submitted within 9 months of completion of the trip, unless there are justified reasons.

Art. 10 – COMMON AND FINAL RULES

(1) The expenses for travel, board and lodging of subjects outside the roles of the Public Administration, invited to hold seminars and conferences organized by the University of Genoa, may be covered, in whole or in part, also by direct payment to the suppliers of the corresponding services and as such constitute purchasing expenses for services and are managed by the head of the administration centre.

It is the faculty of the person who authorizes the mission or, when it exists, of the teacher responsible for the funds used, to indicate, by signing an appropriate request, which expenses for each beneficiary are to be borne by direct payment and which are to be reimbursed to the beneficiary.

(2) Payment of the amounts due under this Regulation shall be made within 30 days of the submission of the relevant application together with the necessary annexes or the submission of the completion documents.

(3) For anything not provided for in this Regulation, the rules in force shall apply and, as regards management and technical-administrative staff, any rules laid down in the respective national collective labour agreements.

(4) Derogations from authorisation procedures and reimbursement of expenses other than those provided for in these Regulations may only be made by reasoned resolution of the Boards of the Structures or the Board of Directors in relation to the competence over the management of funds.

(5) Contracts and agreements with public or private bodies may provide for business travel treatment or reimbursement of expenses other than those referred to in this Regulation but may not derogate from authorisation procedures. Such treatment may be applied to business travel covered by the relevant financing.

Art. 11 – ENTRY INTO FORCE

(1) These regulations, issued by decree of the Rector and published on the University's Official Web Register, as well as on its institutional website, shall enter into force on the fifteenth day following their publication in the Register.

(2) As from the entry into force of this Regulation, the Regulation adopted by Rectoral Decree No 5277 of 01.07.2015 shall be abrogated.

Annex B

TABLE 1 - TRAVEL ALLOWANCE								
QUALIFICATION OR	PAYCHECK CLASS	DAILY ALLOWANCE		HOTEL CATEGOR	EXPENSES MEALS ITALY		TRAIN / SHIP CLASS / NIGHT	CLASSE AEREO
		INTERA	ORARIA		1 MEAL	2 MEALS		
ECONOMIC POSITION				ITALY	1 MEAL	2 MEALS		(**)
PROFESSORE STRAORDINARIO	INITIAL	Soppressa dal 1.1.2006	Soppressa dal 1.1.2006	1^	€ 30,55	€ 61,10	1^ - BED	economy
PROFESSORE ORDINARIO	0-1^			1^	€ 30,55	€ 61,10	1^ - BED	economy
PROFESSORE ORDINARIO	after 2			1^	€ 30,55	€ 61,10	1^ - WL SINGLE	economy
PROFESSORE ASSOCIATO	---			1^	€ 30,55	€ 61,10	1^ - BED	economy
RICERCATORE	---			1^	€ 30,55	€ 61,10	1^ - BUNK	economy
LETORE INCARICATO	---			1^	€ 30,55	€ 61,10	1^ - BUNK	economy
COLLABORATORE LINGUISTICO	---			1^	€ 30,55	€ 61,10	1^ - BUNK	economy
DIRECTOR	---	1^	€ 30,55	€ 61,10	1^ - WL SINGLE	economy		
POSIZIONE ECONOMICA EP	----				€ 22,26	€ 44,26	1^ - BED	economy

POSIZIONE ECONOMICA D	----	€ 22,26	€ 44,26	1^ - BUNK	economy
POSIZIONE ECONOMICA C	----	€ 22,26	€ 44,26	1^ - BUNK	economy
POSIZIONE ECONOMICA B	----	€ 22,26	€ 44,26	(*) - BUNK	economy

(*) 2nd class train if travelling by day or 1st class train if travelling by night with berth

(**) There is no economy class limit for transcontinental flights longer than 5 hours.

Annex C

TABLE 2 - AREAS/CLASSES OF ALLOWANCES

AREA	CLASS 1		CLASS 2	
geographical area Foreign countries attached Table 3	Teaching and research staff, executives, external personnel equated to management		all other personnel	
	daily meal limit	hotel category limit	daily meal limit	hotel category limit
A	€ 60,00	1 [^]	€ 40,00	2 [^]
B	€ 60,00	1 [^]	€ 40,00	2 [^]
C	€ 60,00	1 [^]	€ 45,00	2 [^]
D	€ 70,00	1 [^]	€ 60,00	2 [^]
E	€ 80,00	1 [^]	€ 65,00	2 [^]
F	€ 85,00	1 [^]	€ 70,00	2 [^]
G	€ 95,00	1 [^]	€ 75,00	2 [^]

Annex D

TABLE 3 - CLASSIFICATION BY AREA OF FOREIGN COUNTRIES

GEOGRAPHICAL AREA	FOREIGN COUNTRY	Teaching and research staff, executives, external personnel equated to management	all other personnel
		CLASS 1	CLASS 2
A	Afghanistan	€ 120,00	€ 120,00
A	Iran	€ 120,00	€ 120,00
A	Bulgaria	€ 120,00	€ 120,00
A	Australia	€ 120,00	€ 120,00
A	Malta	€ 120,00	€ 120,00
A	Nauru Rep.	€ 120,00	€ 120,00
A	Papua New Guinea	€ 120,00	€ 120,00
A	Greece	€ 120,00	€ 120,00
A	Spain	€ 120,00	€ 120,00
A	Portugal	€ 120,00	€ 120,00
A	Eritrea	€ 120,00	€ 120,00
A	Ethiopia	€ 120,00	€ 120,00
A	Djibuti	€ 120,00	€ 120,00
A	Romania	€ 120,00	€ 120,00
A	Hungary	€ 120,00	€ 120,00
A	Rwanda	€ 120,00	€ 120,00
A	Syria	€ 120,00	€ 120,00
A	Somalia	€ 120,00	€ 120,00
A	Uganda	€ 120,00	€ 120,00
A	Zimbabwe	€ 120,00	€ 120,00
A	Botswana	€ 120,00	€ 120,00
A	Burundi	€ 120,00	€ 120,00
A	Mozambique	€ 120,00	€ 120,00
A	Cyprus	€ 120,00	€ 120,00
A	Comoros	€ 120,00	€ 120,00
B	Spain - Madrid	€ 120,00	€ 120,00
B	Kyrgyzstan	€ 120,00	€ 120,00
B	Latvia	€ 120,00	€ 120,00
B	Azerbaijan	€ 120,00	€ 120,00
B	Lithuania	€ 120,00	€ 120,00
B	Moldova	€ 120,00	€ 120,00
B	Russia – Russian Federation	€ 120,00	€ 120,00
B	Tajikistan	€ 120,00	€ 120,00
B	Turkmenistan	€ 120,00	€ 120,00
B	Ukraine	€ 120,00	€ 120,00
B	Uzbekistan	€ 120,00	€ 120,00
B	Belarus	€ 120,00	€ 120,00

TABLE 3 - CLASSIFICATION BY AREA OF FOREIGN COUNTRIES

GEOGRAPHICAL AREA	FOREIGN COUNTRY	Teaching and research staff, executives, external personnel equated to management	all other personnel
		CLASS 1	CLASS 2
B	Estonia	€ 120,00	€ 120,00
B	Georgia	€ 120,00	€ 120,00
B	Armenia	€ 120,00	€ 120,00
B	Kazakhstan	€ 120,00	€ 120,00
B	Canada	€ 120,00	€ 120,00
B	Slovakia	€ 120,00	€ 120,00
B	Czech Republic	€ 120,00	€ 120,00
B	Egypt	€ 120,00	€ 120,00
B	Ireland	€ 120,00	€ 120,00
B	Kiribati	€ 120,00	€ 120,00
B	New Caledonia	€ 120,00	€ 120,00
B	New Zealand	€ 120,00	€ 120,00
B	Solomon	€ 120,00	€ 120,00
B	Samoa	€ 120,00	€ 120,00
B	Tonga	€ 120,00	€ 120,00
B	Tuvalu	€ 120,00	€ 120,00
B	Vanuatu	€ 120,00	€ 120,00
B	Costa Rica	€ 120,00	€ 120,00
B	Fiji	€ 120,00	€ 120,00
B	Madagascar	€ 120,00	€ 120,00
B	Malawi	€ 120,00	€ 120,00
B	Maldives	€ 120,00	€ 120,00
B	Mauritius	€ 120,00	€ 120,00
B	Monaco (Principality)	€ 120,00	€ 120,00
B	Seychelles	€ 120,00	€ 120,00
B	Zambia	€ 120,00	€ 120,00
B	Iraq	€ 120,00	€ 120,00
B	Kenya	€ 120,00	€ 120,00
B	Pakistan	€ 120,00	€ 120,00
B	Bangladesh	€ 120,00	€ 120,00
B	Sri Lanka	€ 120,00	€ 120,00
B	Uruguay	€ 120,00	€ 120,00
B	Angola	€ 120,00	€ 120,00
B	Finland	€ 120,00	€ 120,00
B	Lesotho	€ 120,00	€ 120,00
B	Mexico	€ 120,00	€ 120,00
B	Namibia	€ 120,00	€ 120,00
B	Poland	€ 120,00	€ 120,00

TABLE 3 - CLASSIFICATION BY AREA OF FOREIGN COUNTRIES

GEOGRAPHICAL AREA	FOREIGN COUNTRY	Teaching and research staff, executives, external personnel equated to management	all other personnel
		CLASS 1	CLASS 2
B	Republic of South Africa	€ 120,00	€ 120,00
B	Swaziland	€ 120,00	€ 120,00
B	Tanzania	€ 120,00	€ 120,00
B	Chile	€ 120,00	€ 120,00
B	Cuba	€ 120,00	€ 120,00
B	Jamaica	€ 120,00	€ 120,00
B	Guatemala	€ 120,00	€ 120,00
B	Honduras	€ 120,00	€ 120,00
B	Iceland	€ 120,00	€ 120,00
B	China People's Rep.	€ 120,00	€ 120,00
B	Finland - Helsinki	€ 120,00	€ 120,00
B	Nepal	€ 120,00	€ 120,00
B	India	€ 120,00	€ 120,00
C	Bahamas	€ 120,00	€ 120,00
C	Nicaragua	€ 120,00	€ 120,00
C	Barbados	€ 120,00	€ 120,00
C	Saint Lucia	€ 120,00	€ 120,00
C	Saint Vincent and the Grenadines	€ 120,00	€ 120,00
C	Belize	€ 120,00	€ 120,00
C	Bhutan	€ 120,00	€ 120,00
C	Colombia	€ 120,00	€ 120,00
C	Dominican Republic	€ 120,00	€ 120,00
C	Dominica	€ 120,00	€ 120,00
C	El Salvador	€ 120,00	€ 120,00
C	Grenada	€ 120,00	€ 120,00
C	Haiti	€ 120,00	€ 120,00
C	Israel	€ 120,00	€ 120,00
C	Sudan	€ 120,00	€ 120,00
C	Malaysia	€ 120,00	€ 120,00
C	Philippine	€ 120,00	€ 120,00
C	Hong Kong	€ 120,00	€ 120,00
C	Macedonia	€ 120,00	€ 120,00
C	Paraguay	€ 120,00	€ 120,00
C	Serbia and Montenegro	€ 120,00	€ 120,00
C	Slovenia	€ 120,00	€ 120,00
C	Albania	€ 120,00	€ 120,00
C	Burma	€ 120,00	€ 120,00
C	Bosnia and Herzegovina	€ 120,00	€ 120,00

TABLE 3 - CLASSIFICATION BY AREA OF FOREIGN COUNTRIES

GEOGRAPHICAL AREA	FOREIGN COUNTRY	Teaching and research staff, executives, external personnel equated to management	all other personnel
		CLASS 1	CLASS 2
C	China - Taiwan	€ 120,00	€ 120,00
C	North Korea	€ 120,00	€ 120,00
C	Croatia	€ 120,00	€ 120,00
C	Ecuador	€ 120,00	€ 120,00
C	Jordan	€ 120,00	€ 120,00
C	Sweden	€ 120,00	€ 120,00
C	Norway	€ 120,00	€ 120,00
C	Morocco	€ 120,00	€ 120,00
C	Mongolia	€ 120,00	€ 120,00
C	Panama	€ 120,00	€ 120,00
C	Tunisia	€ 120,00	€ 120,00
C	South Korea	€ 120,00	€ 120,00
C	France	€ 120,00	€ 120,00
C	United Kingdom	€ 120,00	€ 120,00
C	Liberia	€ 120,00	€ 120,00
C	Singapore	€ 120,00	€ 120,00
C	Benin	€ 120,00	€ 120,00
C	Cambodia	€ 120,00	€ 120,00
C	Argentina	€ 120,00	€ 120,00
C	Denmark	€ 120,00	€ 120,00
C	Peru	€ 120,00	€ 120,00
C	Thailand	€ 120,00	€ 120,00
C	Bolivia	€ 120,00	€ 120,00
C	Indonesia	€ 120,00	€ 120,00
C	Russia – Russian Fed. Moscow	€ 120,00	€ 120,00
C	Turkey	€ 120,00	€ 120,00
D	Mali	€ 125,00	€ 125,00
D	Niger	€ 125,00	€ 125,00
D	Senegal	€ 125,00	€ 125,00
D	Togo	€ 125,00	€ 125,00
D	Burkina	€ 125,00	€ 125,00
D	Algeria	€ 125,00	€ 125,00
D	Cape Verde	€ 125,00	€ 125,00
D	Vietnam	€ 125,00	€ 125,00
D	United Kingdom – London	€ 125,00	€ 125,00
D	Sierra Leone	€ 125,00	€ 125,00
D	Cameroon	€ 125,00	€ 125,00
D	Central African Republic	€ 125,00	€ 125,00

TABLE 3 - CLASSIFICATION BY AREA OF FOREIGN COUNTRIES

GEOGRAPHICAL AREA	FOREIGN COUNTRY	Teaching and research staff, executives, external personnel equated to management	all other personnel
		CLASS 1	CLASS 2
D	Chad	€ 125,00	€ 125,00
D	Suriname	€ 125,00	€ 125,00
D	Trinidad and Tobago	€ 125,00	€ 125,00
D	Venezuela	€ 125,00	€ 125,00
D	Brazil	€ 125,00	€ 125,00
D	Guyana	€ 125,00	€ 125,00
D	Luxembourg	€ 125,00	€ 125,00
D	Belgium	€ 125,00	€ 125,00
D	Laos	€ 125,00	€ 125,00
D	Congo	€ 125,00	€ 125,00
D	Ivory Coast	€ 125,00	€ 125,00
D	Ghana	€ 125,00	€ 125,00
D	France - Paris	€ 125,00	€ 125,00
D	Libya	€ 125,00	€ 125,00
D	Mauritania	€ 125,00	€ 125,00
D	Nigeria	€ 125,00	€ 125,00
D	São Tomé and Príncipe	€ 125,00	€ 125,00
D	Congo (former - Zaire)	€ 125,00	€ 125,00
D	Gabon	€ 125,00	€ 125,00
D	Gambia	€ 125,00	€ 125,00
D	Guinea	€ 125,00	€ 125,00
D	Guinea-Bissau	€ 125,00	€ 125,00
D	Equatorial Guinea	€ 125,00	€ 125,00
E	Belgium - Brussels	€ 130,00	€ 130,00
E	Yemen	€ 130,00	€ 130,00
E	Kuwait	€ 130,00	€ 130,00
E	United States of America	€ 130,00	€ 130,00
E	Bahrain	€ 130,00	€ 130,00
E	Oman	€ 130,00	€ 130,00
E	Qatar	€ 130,00	€ 130,00
E	Saudi Arabia	€ 130,00	€ 130,00
E	United Arab Emirates	€ 130,00	€ 130,00
E	Japan	€ 130,00	€ 130,00
E	Austria	€ 130,00	€ 130,00
F	United States - Washington	€ 140,00	€ 140,00
F	Germany	€ 140,00	€ 140,00
F	Netherlands	€ 140,00	€ 140,00
F	United States - New York	€ 140,00	€ 140,00

TABLE 3 - CLASSIFICATION BY AREA OF FOREIGN COUNTRIES			
GEOGRAPHICAL AREA	FOREIGN COUNTRY	Teaching and research staff, executives, external personnel equated to management	all other personnel
		CLASS 1	CLASS 2
G	Liechtenstein	€ 155,00	€ 155,00
G	Germany - Bonn	€ 155,00	€ 155,00
G	Germany – Berlin	€ 155,00	€ 155,00
G	Lebanon	€ 155,00	€ 155,00
G	Austria – Vienna	€ 155,00	€ 155,00
G	Japan – Tokio	€ 155,00	€ 155,00
G	Switzerland	€ 155,00	€ 155,00
G	Switzerland – Ginevra	€ 155,00	€ 155,00
G	Switzerland – Berna	€ 155,00	€ 155,00