

INSTRUCTIONS FOR REIMBURSEMENT OF EXTERNAL STAFF EXPENSES

It is necessary to complete the Excel/pdf form "Bill of costs" twice:

- ✓ once at the opening of the mission (estimated expenses)
- ✓ once at the closing (final expenses).

OPENING

- 1) Fill in all personal data fields;
- 2) Enter the best estimate of expected expenses, divided by category (meals, transport costs ...);
- 3) Once completed send it to the signature of the person responsible for funds (usually the person from whom you received the invitation), then send it to difa.missioniweb@unibo.it;
- 4) Send your invitation to difa.missioniweb@unibo.it;
- 5) if you do not already have an Italian tax code, send a copy of your passport to difa.missioniweb@unibo.it in order to apply to the qualified office (generally, obtaining a tax code takes a long time).

CLOSING

- 1) Reuse the edited form with the opening information;
- 2) Replace the estimated expenses with the actual final statement;
- 3) Delivery of documentation:
 - 3a) Receipts that are created digitally can be sent by e-mail to the address (difa.missioniweb@unibo.it)
Examples: train receipts, parking
 - 3b) Receipts that originate in paper format must be delivered strictly in ORIGINAL.
Examples: Meal receipts, bus ticket, boarding pass...
- 4) Insert the hand signature of the applicant (line 66), the name of the project covering the costs (line 74), hand signature of manager of funds/project (line 77)

Below a check list of necessary docs for reimbursement:

- Proof of participation issued by the organising institution (certificate or list of participants or programme with your name if you are a speaker or thanks for your participation);
- Original paper expenses receipts to be submitted stapled in sheets divided by date;
- Digital expenses receipts to be sent by e-mail;
- For air and train travel for which check-in is required, Boarding pass (attach them in pdf if produced digitally, hand over the original if produced on paper) with corresponding receipt of expenditure;
- For accommodation booking and receipt of expenses (remember, if staying in a flat, to enclose the cost-effectiveness compared to staying in a hotel during the same period).

If you do not pass by our Department in Bologna, you will have to send them by mail to the address:
Università di Bologna, Dipartimento di fisica e astronomia- viale Berti Pichat 6/2 all'attenzione dell'Ufficio Missioni.

Remember

- If the amount of the expenses for which reimbursement is requested is above € 77.47, 2 € of stamp will be charged to the reimbursement;
- Receipts must be in the name of the person requesting reimbursement ([invoices in the name of your Institution/University are not eligible for reimbursement](#));
- for untraceable payments method (i.e. those paid in cash) tax will be charged so **keep proof of e-payment** or attach details of your bank statement showing the type of payment.