



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO
DI FISICA E ASTRONOMIA
"AUGUSTO RIGHI"

MISSIONS GUIDELINES FOR FASTER REIMBURSEMENTS



OPENING A MISSION

Timelines

At least five days before departure on the web-Missioni portal - either for missions

- with costs for **DIFA**
- without expenses
- online
- in person
- reimbursed by other **Institutions**



Opening a mission is mandatory for insurance coverage and employer authorization purposes

N.B. It is essential to indicate the departure and return times to the place/city of employment in the authorization request.

Expense advance

It must be requested at least 15 working days before the start date of the mission.

It can only be requested for the following expenses: accommodation, travel, and congress registration fees for which supporting documentation and/or receipts are already available.

To ask for an advance, it is necessary to:



Check

the **claim for ADVANCE** flag in the “Expenses with estimate” menu



Upload

the **supporting expense documentation** in the ATTACHMENTS or, for hotels only, cost estimates from travel agencies and/or Booking, AirBnB, or any other platform



Insert

the **requested expenses in advance** in the “EXPENSES WITH ESTIMATE” section (minimum 100 euros)



Upon return

re-enter in the reimbursement request **also the expenses for which an advance was received**, along with the relevant supporting documentation

N.B. A maximum of two expense advances are permitted for already authorized/open missions.

No advance will be granted in the absence of any attached expense documentation.



Special vehicles

Taxis, personal cars, rental cars, etc., can only be used if:

1. Previously authorized during the authorization request phase



Fill in the “Special vehicles” section by clicking on “ADD” and selecting the chosen vehicles of transport

2. In the cases contemplated in the Article 9, paragraph 4 of the Regolamento (e.g., public transport strike, incompatibility of ordinary transport schedules with the mission, etc.)



3. The original receipt of expense contains: date, route, amount paid, and signature of the carrier/operator



N.B. 1 The guidelines recommend requesting this authorization, particularly for taxis, even if there is only the *possibility* of using them. If the “Special vehicles” box is not checked, the expense cannot be reimbursed.



N.B. 2 If you use your own car, upload screenshots of the route taken to calculate the kilometres from your place of business or, if closer to your destination, from your city of residence.



Closing a mission Claiming for a reimbursement

Click on “MISSION COMPLETED”, and enter the actual costs in the “Expenses incurred” section

Upload in **ATTACHMENTS** or in each expense item in the “Expense incurred” section:

1. **PROOF OF PARTICIPATION**

(e.g., certificate of attendance, participant list in PDF or document from the hosting Institution indicating the applicant's name)



2. **ONLY for accountable projects**

(e.g., PRIN, H2020, ...)

SCIENTIFIC REPORT ON THE ACTIVITIES carried out during the mission, signed by both the Head of Project and applicant (template available [here](#))

3. **EXPENSE DOCUMENTATION.**

Rename the files to be attached with a description of the expense, following the same naming convention in the Type section (e.g., PAST_01_07, AEREO_Andata)



Once every expense and/or document is attached, click on “**SAVE AND SEND**”.
(or “**SAVE IN DRAFTS**” if further revisions are needed before claiming for a reimbursement).

Mission Duration



"When departure and/or return on the same day are not possible due to distance, transport schedules, or the schedule of the activity to be carried out, the start date of the mission begins at most one day before the start of activities and can end at most one day after." For non-EU countries, up to 3 days in advance (depending on time zone). Return is always the day after the end of the activities.

For any exception, **during the authorization request phase**, upload in ATTACHMENTS any screenshot with a price comparison to demonstrate the greater convenience (or the inevitability) of the chosen option.

Only the expenses incurred on the days of the actual activity foreseen by the mission will be reimbursed.

N.B. The price comparison and screenshot attachment must be done preventively, meaning it must have a date equal to or prior to, e.g., the flight booking date, to avoid retroactive price comparisons.

Dematerialization and Traceability

Starting from 2025, the reimbursement for any payment made with **nontraceable payment systems** will be taxed for the following expenses **if incurred in Italy**:

ALBER - hotel
APPAR - apartment
BENZI - fuel/gas
BICI - bicycle
MONO - kick scooter
NOLO - car rental
PASTG - daily meal
PASTS - single meal

POOL - car pooling
SHAR - car sharing
SOGG - city/tourist/bed tax
TAXEX - taxi from/to the airport
TAXI - other taxi routes
VIAGG - other travel expenses
VIASO - travel and accomodation

For all expenses **excluded from this list**, it will be necessary to upload only 1 attachment (“U_WEB_RICHIEDENTE”).

If a traceable payment method is used (e.g., debit/credit card, Satispay, PayPal, Venmo, or any other app), there are **two options**:



In case of cash payment, check the “Pagamento non tracciabile” flag. The expense will be taxed.



1

Is the payment method clearly stated or indicated anywhere on the receipt?

- Select “GIUSTIFICATIVO CON TIPO PAG” (e.g., if in the document appears "Paid by PayPal", or if there is a single PDF consisting of a receipt + ATM receipt)

2

The payment method is NOT stated or indicated anywhere on the receipt.

- Select “GIUSTIFICATIVO SENZA TIPO PAG”
- Check “ATTESTAZIONE PAGAMENTO” too
- Attach any receipt certifying the traceable method.

Therefore, in this case two attachments must always be uploaded.

Expense Documentation

CURRENCY EXPENSES

- If the **expenses** were **incurred in foreign currency**, enter the amounts of the expenses in foreign currency and let the system apply the exchange rate.
- If you pay **bank fees for the exchange**, please attach a printout of the relevant bank transaction and enter the amount in €.

- If the **currency expenses** were **incurred in a month other** than the month of the mission, there are two options:

1

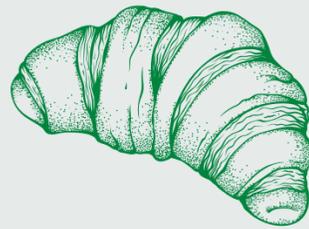
Attach the bank transaction printout and enter the amount in €

2

Attach the bank transaction printout and enter the amount in € Attach the currency-€ exchange printout on **OANDA**

MEALS - general rules

Breakfast included in the hotel bill must be itemized separately and added as a meal expense (PASTS)



1

For purchases abroad, if the only available receipt is the ATM one, specify which kind of goods/drink/etc. have been bought.

N.B. Such expense documents are NEVER reimbursable for missions in Italy.

2

Always attach an Italian translation if the documents are in a language other than English, French, and Spanish, including all supermarket receipts from abroad.

3

Specify which kind of goods have been bought, if they have a generic description (e.g., bar, department, item)

For these cases, attach the **self-declaration form** available on the DIFA website ([LINK](#) here).

Meal Daily Limits

Mission exceeding 4
hours

€ 50

Mission exceeding 8
hours

€ 100

Always use the code
PASTG adding up the
merged day's receipts.

FOR MISSIONS ABROAD: see Tables 1 and 2 of the Regolamento Missioni (page 58)

MISSIONI E TRASFERTE ALL'ESTERO		
TABELLA 2		
MASSIMALE GIORNALIERO PER I PASTI (le aree sono indicate nella tabella 4)		
AREA	GRUPPO A Docenti - Ricercatori anche a tempo determinato- Direttore Generale - Dirigenti importi in euro (*)	GRUPPO B Personale tecnico-amministrativo a tempo indeterminato e determinato- Collaboratori linguistici importi in euro (*)
A	60,00	40,00
B	60,00	40,00
C	60,00	45,00
D	70,00	60,00
E	80,00	65,00
F	85,00	70,00
G	95,00	75,00

N.B. Expenses for meals consumed at the place/city of employment or place of residence/domicile are excluded and not reimbursable.

(e.g., meals consumed at the city of employment airport/train station, or social dinners happening in the same city)

TRANSPORTATION - General Rules

Travel by **plane**?

ALWAYS attach the boarding pass



Departure or arrival city different from the city of employment or the location of the main activity of the mission? During the authorization request phase, attach a screenshot with a price comparison to demonstrate the greater convenience of the chosen option compared to the other ones. Write in NOTES if the place of employment is other than Bologna.



Purchase of public transport season ticket (e.g., bus, metro)?



During the authorization request phase, attach a screenshot with a price comparison to demonstrate the greater convenience compared to purchasing single tickets

Need a taxi/cab?

Check again the *Special Vehicles* section

TAXI

ACCOMMODATION - General Rules



Attach an **invoice** or equivalent documentation made out **to the person requesting the mission**.

Choose a hotel or bed & breakfast up to a **maximum of € 200/day**.

You cannot request a refund for **two accommodations on the same night**. You need to enter different missions for different activities.

Want a **shared apartment or room**?

Attach invoices made out individually or a receipt with the list of names of anyone who wants to share the apartment.

Attach a screenshot with a price comparison to demonstrate the greater convenience of the chosen option. The comparison must have the following criteria:

- one guest
- one single room
- three or four stars
- median price

The dates must be clearly visible and must correspond to those of the mission activities.

Reimbursement will not be possible without this attached comparison.

Other expenses

POSTER



Poster printing must be requested from the DIFA Purchasing Office before departure. Guidelines for printing orders are available [HERE](#).

For justified reasons, as indicated by the general administration, it is possible to reimburse this cost on a one-time basis **within the entire mission**.

Poster cost limits

Italy	Abroad
€ 15,49	€ 25,82

The cost must be entered in a single line up to the maximum limit.

INSURANCE



Is insurance mandatory?

Then attach a certification of the mandatory requirement

Otherwise, it is considered optional and can be reimbursed with some limitations.

Insurance daily limits

Italy	Abroad
€ 15,49	€ 25,82

The cost must be divided into separate lines during the reimbursement request phase, based on the days of mission

e.g., for a 6-day mission in Spain with an insurance cost of €100, enter 4 lines with an amount of €25 per line

For 3 days in Trieste, you will be entitled to €46.47 to be divided into 3 lines of €15.49 each, and you will not be entitled to the excess.

VISA FEES

Consular visa fees are reimbursable upon presentation of valid receipts if directly related to the mission or travel.



**The visa refund must be requested at the main mission with destination abroad.
The item will be activated: VISA**

When travelling to the embassy on official business, you can therefore request reimbursement for travel and meals.

Parking

Parking can be reimbursed ONLY when the use of special vehicles has been authorized.



Parking daily limits

Italy
€ 15,49

Abroad
€ 25,82

The cost must be divided into separate lines during the reimbursement request phase, based on the days of mission

N.B. Parking reimbursement is not permitted in the city of employment (e.g., Bologna Airport)

LSR - Lump Sum Reimbursement

For missions abroad lasting more than 12 hours, **instead of requesting the list of expenses (footer) reimbursement**, it is possible to ask for the **lump sum reimbursement**, covering all the mission expenses, in addition to documented travel expenses for planes, trains, and buses (e.g., Flixbus, Itabus, or any other bus company).

- There is no need to keep payment receipts related to meals, accommodation, and public transport.
- Only travel ticket receipts and proof of participation should be attached.
- It is possible to request the LSR for a fraction of the period abroad (e.g., 20 days of LSR for a 3-month mission).
- If traveling by airplane, their departure and arrival times apply; it is sufficient to attach the boarding passes.



- LSR is taxed according to each own tax status.
- For travel outside Italy with other means of transport, calculate the time of crossing the border using a specific website for calculating routes (<https://www.viamichelin.it/>).
- If you use your own car with the LSR, parking expenses are not reimbursable.

N.B. It is essential to specify the departure time and the return time by attaching documents where this information is verifiable. Otherwise, use the self-certification available on the DIFA website.



Cancelling a mission

If a mission for which some costs have already been sustained must be canceled, it is possible to request a reimbursement for some expenses for justified reasons



1

It is mandatory **to demonstrate that every attempt has been made to obtain a refund of the fees already paid** to the service providers (e.g., airlines, hotels, Institutions or Universities for fees, etc.)

2

In case of **partially refunded fees** by the providers, the Department will reimburse the difference

3

Always attach the documentation proving the reason for the cancellation (e.g., strike, medical certificate, email postponing the conference)

In short - what to attach

The underlined items link to the slides with more details

EXPENSE ADVANCES

- Expense documentation for sustained costs and/or cost estimates.

SPECIAL VEHICLES

- Eventual TAXI receipt (pre-authorized) with date, amount, route, and driver's signature.

CLOSING A MISSION

- PROOF OF PARTICIPATION;
- Expense documentation, in paper or digital, in .pdf or .jpeg format;
- Scientific report on the activities, only for accountable projects.

EXPENSE DOCUMENTATION

- Self-declaration for translations and other meal specifications (e.g., supermarket purchases and ATM receipts);
- For planes, BOARDING PASSES with the corresponding expense receipt;
- For accommodation, booking confirmation and the corresponding expense receipt

SCREENSHOTS OF SIMULATIONS AND COMPARISONS

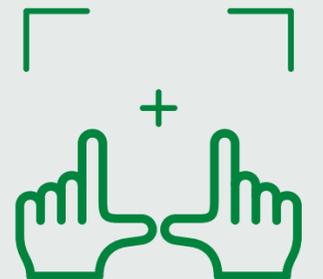
The price comparison (with screenshots) must be done in advance, meaning it must have a date that is the same as or before the booking date, in order to avoid retroactive price comparisons.

The dates must be **clearly visible**.

When to attach the price comparison during the mission authorization request?

- Exceptions on the mission duration
- When choosing a shared accommodation
- Public transport pass (compare the pass price with the one of single tickets, e.g. for buses, trains, metro, etc.);
- Departure/return to/from a city different from the city of employment/mission location

The costs of trips, excursions and visits outside the mission activities are never reimbursed (please contact difa.acquisti@unibo.it).





Contacts

If you still have questions you can't figure out, it is possible to make an appointment with the DIFA staff dedicated to missions by sending an email



E-mail

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People

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