

In order to obtain a reimbursement, all expenses must be exclusively referred to the applicant and the original documents\* must be presented.

The documentation cannot include entries related to non-refundable expenses;

\* In case of stolen or lost documents, a copy must be presented, along with the police theft/loss report.

**TRAVEL EXPENSES:**

- In order to calculate travel expenses, the place of employment (or, when more convenient for this Administration, the current living address) will be considered as the starting point of the journey;
- If the travel ticket does not include the price, a statement by the travel agency that issued the ticket must be presented (or, as an alternative, a receipt of payment).

TRAIN

| DOCUMENTS TO BE PRESENTED  | OTHER REIMBURSABLE EXPENSES<br>(where pertinent in accordance with position/role)  |
|--|--|
| <ul style="list-style-type: none"> <li>• The stamped train ticket</li> </ul> | Supplement for: <ul style="list-style-type: none"> <li>a) Accommodation in a single sleeping compartment;</li> <li>b) first class;</li> <li>c) bed in a sleeping car;</li> <li>d) booking fees.</li> </ul> |

AIRPLANE (ECONOMY CLASS ONLY)

| DOCUMENTS TO BE PRESENTED  | OTHER REIMBURSABLE EXPENSES |
|--|-----------------------------|
| <ul style="list-style-type: none"> <li>• Boarding pass</li> <li>• Electronic ticket</li> </ul> | Life insurance policy**;    |

\*\* When travelling by airplane the cost of a life insurance policy can be reimbursed (upon the presentation of the original document), within the limits of a maximum coverage corresponding to the applicant's gross annual salary, including other possible salary allowances, multiplied by a coefficient of 10.

PUBLIC TRANSPORTATION

| DOCUMENTS TO BE PRESENTED  | OTHER REIMBURSABLE EXPENSES |
|--|-----------------------------|
| <ul style="list-style-type: none"> <li>• Urban and suburban bus and subway tickets, if relevant to the mission;</li> <li>• Taxi fiscal receipt, if relevant to the mission (along with a self-declaration affidavit – please see the attached form)</li> </ul> |                             |

**ACCOMMODATION AND MEALS**

| DOCUMENTS TO BE PRESENTED   | OTHER REIMBURSABLE EXPENSES  |
|---|--|
| <ul style="list-style-type: none"> <li>• Meals invoice or detailed fiscal receipt not exceeding 60€ per day;***</li> <li>• Hotel invoice or fiscal receipt (max. category allowed: 4 stars);</li> <li>• Supermarket/grocery store receipts (limited to the purchase of food for personal consumption).</li> </ul> | <ul style="list-style-type: none"> <li>• Telephone costs, laundry and portage services, by presenting a self-declaration affidavit form and up to 10€ per day ;</li> <li>• Apartment rental costs (when more convenient and upon presentation of the appropriate documentation)</li> </ul> |

\*\*\* The document must contain the header of the restaurant/café, the total amount paid and a description of the expenditure items, including the entry "fixed-price meal/menu" when applicable. The expenditures must refer to a single person.

**SELF-DECLARATION AFFIDAVIT**

**(according to Art. 47 of D.P.R. 28.12.2000, no. 445)**

I, the undersigned:

Last Name ..... First Name .....

(married women should write their maiden name)

Place of birth (Town/City and State) ..... (.....)

Date of birth .....

Permanent residence address (number/street/town/postal code/Country)

.....(.....)

D E C L A R E

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I declare that I am aware of the penalties in which I would incur in case of false statements (see art. 76 of Presidential Decree 28/12/00 no. 445).

I declare that I am aware of the loss of any benefits that would result following resolutions made on the basis of false statements (see art. 75 of Presidential Decree 28/12/00 no. 445).

I declare that I am aware, in accordance to the Legislative Decree no.196 of June 30, 2003 (Personal Data Protection Act) that the data collected will be processed exclusively within the scope of the procedure for which this declaration is given.

**A photocopy of a signed and dated identification document is enclosed**

.....

(place and date)

The undersigned .....

(full and legible signature)