



## **REGULATIONS ON THE DISCIPLINE OF MISSIONS, REPRESENTATION EXPENSES, SEMINARS AND EVENTS**

<b>Chapter I - GENERAL RULES AND SCOPE OF APPLICATION.....</b>	<b>2</b>
Article 1 Purpose .....	2
Article 2 Definitions .....	2
<b>Chapter II - ADMINISTRATIVE MANAGEMENT AND MISSION PAYMENT .....</b>	<b>3</b>
Article 3 Individuals .....	3
Article 4 Missions and training activities of technical/administrative and managerial staff .....	4
Article 5 Authorization request.....	5
Article 6 Mission payment .....	6
Article 7 Advance payment of mission expenses .....	7
Article 8 Board expenses .....	8
Article 9 Accommodation expenses .....	8
Article 10 Transport means .....	9
Article 11 Use of own vehicle .....	10
Article 12 Rented vehicle .....	11
Article 13 Other expenses.....	12
Article 14 Documentation of expenses and fulfilments after the end of the trip .....	12
Article 15 Trips for funded conventions or projects .....	14
Article 16 Alteration, counterfeiting, theft and loss of supporting documents .....	14
Article 17 Missions not carried out .....	14
<b>Chapter III - REPRESENTATION EXPENSES.....</b>	<b>15</b>
Article 18 Definitions .....	15
Article 19 Administrative management .....	15
<b>Chapter IV - EXPENSES FOR SEMINARS AND EVENTS .....</b>	<b>16</b>
Article 20 General principles .....	16
<b>Chapter V - TRANSITIONAL AND FINAL PROVISIONS.....</b>	<b>17</b>
Article 21 Transitional rules .....	17

## **Chapter I - GENERAL RULES AND SCOPE OF APPLICATION**

### **Article 1 Purpose**

1. These regulations, based on the principles of cost-effectiveness, efficiency, efficacy and expenditure containment, regulates the performance of mission assignments and the relative payment, representation expenses and expenses for seminars and events.
2. All expenses referred to in these Regulations are carried out in compliance with the Regulations for the Administration, Finance and Accounting and other Regulations of the IMT School of Advanced Studies Lucca (hereinafter the IMT School) and are subject to the approval of the competent Responsibility Centre (hereinafter CDR) and the budget capacity, in addition to the foreseen preliminary authorizations.

### **Article 2 Definitions**

1. "Mission" means the provision of a work activity, performed within the institutional purpose of the School, temporarily carried out by the staff referred to in Article 3, outside the ordinary place of employment or from the usual residence and more than ten kilometres away from the place of duty and habitual residence, both on national territory and abroad. The reimbursement of missions performed continuously in the same place is paid up to a maximum of 240 days. For missions performed abroad, this limit is reduced to 180 days.
2. "Place of duty" means the place of the IMT School where individuals perform their activities, even temporarily, or the place where they are or should return for duty needs.
3. "Habitual residence" means the place of residence of the employee, without prejudice to the possibility for the employee to prove, by means of a declaration in lieu of affidavit, to live permanently in a place other than that of the residence.
4. In the event that the employee is sent on a trip to somewhere between the place of employment and the place of habitual residence, the distance is calculated from the location closest to that of the trip. Where the location of the trip is beyond the usual place of residence, the distances are calculated from this last location; the criterion of economic convenience remains in place, which must also consider the time spent for the trip.
5. In the case of reimbursements for external staff who come to work at the IMT School, the provisions of the previous paragraphs shall apply analogously.
6. "Individual" means anyone entitled to mission payment or equivalent within the meaning of Article 3 of

these Regulations.

## **Chapter II - ADMINISTRATIVE MANAGEMENT AND MISSION PAYMENT**

### **Article 3 Individuals**

1. The following individuals are entitled to the mission payment or equivalent:
  - a) fixed-term and temporary staff employed at the IMT School, excluding staff on leave;
  - b) members of the academic bodies of the IMT School;
  - c) IMT School teachers placed in alternation, pursuant to Article 17 of Presidential Decree n. 382/1980, or on special leave, pursuant to Article 10 of Law n. 311/1958 and article 8 of Law n.311/1958, with exclusive regard to the missions connected to the research activity for which the alternation and the extraordinary leave were granted;
  - d) holders of research grants, scholarships or research fellows activated by the IMT School, as well as holders, even free of charge, of collaboration contracts that expressly contemplate this possibility;
  - e) individuals who also participate free of charge in research projects of the IMT School where this possibility is expressly contemplated;
  - f) students of specialization courses, PhD courses, post-graduate courses activated by the IMT School;
  - g) PhD students who go abroad with increased scholarship just for the reimbursement of the return trip from IMT School to the foreign premises, which becomes the new temporary premises. Any missions from the new premises during this period are subject to standard mission payment.
  - h) students of the study courses and master's courses activated by the IMT School if inserted in specifically funded research or teaching programs or in the activities covered by the funds on which the expenses are incurred;
  - i) holders of courses or seminars that have been held, even free of charge, in the context of formalized relationships with the IMT School;
  - j) external members of the commission for the recruitment of technical/administrative staff, teachers and researchers.
2. If the holder belongs to more than one of the above categories, the rules regarding the category with reference to which the mission was started are applied. The reimbursement of expenses related to activities carried out by external members of the Board of Directors, the Board of Auditors and members of other

academic bodies of the IMT School needs no further authorization to provide designation, if the requesting individuals do not fall within other School category

3. The reimbursement of board and accommodation expenses is not allowed with the individual makes use of the board and/or accommodation made available by the IMT School or by the host institution or body.

#### **Article 4 Missions and training activities of technical/administrative and managerial staff**

1. This article refers to the off-site missions of the technical-administrative staff of the IMT School, by the management and the Administrative Director to carry out activities in the interest of the School, including participation in training activities, both as teacher and learner.
2. The following expenses are admissible in training activities:
  - a) enrolment costs in training courses;
  - b) travel, board and accommodation expenses.
3. The reimbursement of expenses referred to in point b) of the preceding paragraph may be limited or completely excluded from the provision authorizing participation in the training activity.
4. The expenses referred to in paragraph 2 may also weigh on funds from activities on behalf of third parties or from institutional activities financed by third parties or on funds not allocated within the IMT School Budget.
5. Participation in training courses with expenses borne by the IMT School Budget can be subjected to internal selection procedures on a competitive basis, defined by decree of the Administrative Director.
6. The employee who takes part in a training or external event is required to make available the knowledge acquired with the tools deemed most appropriate to the IMT School and to deliver a copy of the training material to the Administrative Director.
7. The calculation of the work time schedule given by the employee sent on mission is based on the documentation produced by the him or, in the impossibility of producing documentation, from the declarations reported by the employee in the summary form. To this end, only the effective time is considered of the performance of work in the place of mission, excluding the time for meals and rest. The time required for the trip is calculated solely for the purpose of completing the daily working time due and cannot therefore generate overtime, even if the trip is carried out on rest days. In no case may the travel time be remunerated with compensatory rest. The hours worked during the trip are added to the hours of work possibly provided on the same day in the office.



## Article 5 Authorization request

1. The request for the execution of a mission must be signed by the applicant and transmitted to the competent office at least 15 days before the scheduled date of commencement of the activity, otherwise it will be inadmissible, except in cases of duly motivated necessity and urgency.
2. The request must be submitted using the forms provided, accompanied by all the documents necessary to assess the purpose and consistency for institutional purposes, as well as the estimate of costs to be reimbursed.
3. The request must in any case contain the following elements: a) individual applicant; b) their relationship with the IMT School; c) destination of the mission; d) start and end dates of the mission; e) purpose of the mission; f) budget chapter and specific fund on which it is intended to charge the costs; g) rough estimate of travel expenses; h) any authorization request for the use of an extraordinary means; i) possible authorization request to carry out other reimbursable expenses pursuant to the following article 14; m) possible authorization request for exceeding the limit for the planned accommodation costs; n) possible authorization from the manager of a specific fund on which he intends to charge the costs; o) declaration that the statements contained in the request are truthful and made under their own responsibility pursuant to current legislation; p) for PhD students, authorization from the Advisor.
4. The missions are authorized only for those who have a formalized relationship with the IMT School.
5. The missions of the professors and researchers of the School are authorized by the Director. The other missions are authorized by the Administrative Director. The missions of the Director and the Administrative Director are not subject to authorization, without prejudice to the need to complete and sign the forms required for authorization to carry out the mission and verify the financial coverage.
6. Final approval is the responsibility of the CDR manager responsible for the expenses.
7. The limits defined for the various types of expenditure by these regulations define the maximum reimbursable ceiling, without prejudice to the assessment of individual requests according to the principles set out in Article 1 paragraph 1; in this case, the individual responsible for the authorization, taking into account the expected duration of the off-site activities, may condition the approval of the mission and the expenses related to a revision of the amount for which prior authorization is requested.
8. The return from the mission must take place generally at the end of the event and can be delayed only for justified reasons and in any case, with the first available means in the following morning. The return from the trip delayed for personal reasons involves the justification of the absence of another title as well as the full assumption of the consequent financial burdens, including expenses related to the return journey.
9. The amount indicated during the authorization request to the mission, divided by expense category, represents the maximum reimbursement limit; this forecast may be subject to an increase of up to a maximum of 25% for each category, in compliance with the maximum limits set by the regulations and



without prejudice to the availability of the fund on which the expenditure is imputed. Any exceptions, due to unpredictable events, may be authorized with further provision by the individual in charge with authorizing the mission.

10. PhD students who benefit from the scholarship increase provided for by current legislation and by the Regulations of the Research Doctorate for stays abroad, have the right to request only the reimbursement of the return travel expenses for an amount equal to:
  - a) European countries: overall maximum € 150,00
  - b) Non-European countries: overall maximum € 500,00
11. During the period of stay abroad, students may be authorized to carry out further study and research activities off-site in a place other than that of the stay. In this case, the reimbursement is excluded from the limit referred to in the previous paragraph and for the purposes of reimbursement of travel expenses, the place of the stay is considered as the place of departure.

#### **Article 6 Mission payment**

1. The staff sent on a trip has the right, in addition to the normal remuneration, to reimbursement of expenses as set out below.
2. The staff of the IMT School sent on a trip is entitled to the reimbursement of expenses actually incurred and duly documented for the trip, board and accommodation according to the provisions of the following articles and within the limits shown in the tables attached to these regulations.
3. Staff sent on a trip later on, and to collaborate with the staff belonging to the higher qualification, or part of an official delegation of the IMT School, benefit from the reimbursements and facilities provided for higher level staff.
4. For the expenses of missions abroad, the interested party must choose the analytical reimbursement or the alternative payment at the moment of authorization. To this end, the regulation envisaged by the M.D. of 23 March 2011 issued by the Ministry of Foreign Affairs and subsequent amendments and additions is applied.
5. In the case of analytical reimbursement, in addition to travel expenses, board and accommodation expenses will be reimbursable according to the limits of the annexed table B, an integral part of these regulations.
6. In the event of an alternative payment, in addition to travel expenses, a flat-rate amount will be reimbursed, as board, accommodation and transport, indicated in the annexed table B and divided by geographical area.
7. In the case in which the alternative payment is acknowledged, the reimbursement of expenses incurred for board, accommodation and urban public transport or taxi in the mission place is not due.  
The alternative payment can only be authorized in the case of missions and trips of more than one day,

including travel time, and is recognized for every twenty-four hours of continuing operations. No amount is due for a period of less than twelve hours. If the activities continue for a period between the following twelve and twenty-three hours, a sum equal to half of those indicated in the aforementioned table B is paid.

8. In the event that the board or accommodation expenses are borne by other entities, the alternative payment referred to in the third paragraph is not permitted, nor the analytical reimbursement for the same items.

#### **Article 7 Advance payment of mission expenses**

1. The person entitled may request, at least 20 days before departure, an advance payment on the costs for which he will subsequently request an analytical or flat-rate reimbursement. This advance is limited as follows:
  - a) analytical reimbursement: not more than 75% of the costs indicated in the estimate;
  - b) alternative payment for the missions abroad: not more than the travel expenses plus the 90% of the flat-rate reimbursement requested.
2. Individuals who can request the advance payment of expenses:
  - a) professors and researchers: for missions whose total amount estimate exceeds € 2,000.00;
  - b) other individuals: for missions whose total amount estimate exceeds € 400,00.
3. Advance payments are not granted for missions whose duration is, presumably, less than 24 hours. The advance is deducted, in the final settlement of the mission, from the total sum due for the reimbursement.
4. Those who obtained the advance payment and are unable to carry out the mission must provide for the repayment of the advance payment within the maximum period of 15 days from the date scheduled for the beginning of the mission. If this return is not carried out, the IMT School will directly recover the sums due of another type to the person concerned, where possible, or by a payment order.
5. In the event that the applicant, for reasons of duty or for health reasons or other serious reasons duly documented, cannot go on a mission, any expenses already incurred for which it was not possible to obtain a reimbursement and any penalties applied are in any case reimbursable.



## **Article 8 Board expenses**

1. The maximum reimbursement limits for meals consumed on the mission abroad are shown in table B of these regulations.
2. When the employee is on a trip or traveling in Italy, from 12.30 to 2.00 pm or from 7.30 to 9.00 pm they are entitled to reimbursement of expenses for a meal within the limit of € 30.00. When the employee is on a trip or traveling from 12.30 to 2.00 pm and from 7.30 to 9.00 pm, they will receive the reimbursement of the expense for two meals within the limit of a total of € 60.00. These figures do not in any way constitute a daily allowance and there can be no more than two documents eligible for reimbursement.
3. In the case of missions with a duration of more than two days, expenses for purchases of groceries in public establishments are reimbursed, considering that if the amount exceeds the authorized daily maximum, the difference will be deducted from the following days.
4. The reimbursement of expenses for meals takes place upon presentation of an invoice or receipt issued by a commercial activity qualified for the hotel or restaurant business. In cases where the employee consumes the meal in public places that serve food and drinks (bars, takeaways, canteens, kiosks) which only issue tax or cash receipts, the latter are considered valid documents for reimbursement if the nature of the purchased good is recognizable.
5. Tax documents referring to the consumption of more than one person are not eligible for reimbursement unless they are all holders of the same mission payment and the expense is borne by a single person, even through the use of an institutional credit card. In this case individuals must be indicated on the invoice or on the tax receipt by the individual who issues these documents
6. Expenses not attributable to a meal are not eligible for reimbursement. Receipts that do not expressly indicate the product consumed are not reimbursed; generic items (e.g. miscellaneous, bar, etc.) are not reimbursed, unless the interested party puts the specific meal on the back of the receipt with the stamp and signature of the owner of the premises.

## **Article 9 Accommodation expenses**

1. Within the limits shown in table A and B of these regulations, the documented expenses for accommodation (including breakfast) are refundable in hotel, tourist and residential facilities authorized to carry out this activity according to the laws of the Country. The costs of accommodation are normally referred to the use of a single room or multiple room whose use as a single is reflected in the invoice or the tax receipt issued by the accommodation, which must include the name of the occupant. The possibility remains for more individuals entitled to the mission payment to use, if more convenient, a shared multiple room. In this case, for the purposes of reimbursement to single individuals, the reimbursable total will be divided proportionally, except in the case where payment was made by one of the individuals, including through the use of institutional credit card.





2. If the invoice or receipt shows the presence of additional persons not entitled to the mission payment, the reimbursable expense to the individual who is entitled, will be equal to the cost of the room divided by the number of persons indicated in the tax document.
3. Reimbursement of extra hotel expenses, such as telephone charges or special hotel services, is excluded; on the other hand, the reimbursement of expenses for connection to the Internet is allowed, duly and analytically documented.
4. In the event of a daily mission to a place up to 80 km from the IMT School, overnight accommodation costs are not allowed if there are scheduled lines that allow same-day transfers (within 12 hours of departure) or in case of authorization of the use of own vehicle.
5. In other cases the congruence of the request will be evaluated by the Management on the basis of the type of activity, program and location.
6. If the duration of the activities outside the office is equal to or greater than 30 days, the stay in a hotel is authorized, except in extraordinary cases, only where it is not possible or convenient, from an economic point of view, to rent an accommodation, also through online services, provided that a regular invoice or receipt is issued according to the legislation of the Country.
7. For trips to Italy, in duly documented exceptional cases, the manager can authorize expenses exceeding the spending limits indicated in Table A, to a maximum of 50% of the limit. By way of example and not exhaustive, cases of:
  - a) inability to find other suitable solutions in the case of urgent or unforeseen missions or activities and in any other circumstance where this occurs, considering the location of the structure compared to the location of the activities (e.g. shortage of beds during particular periods of the year during events or fairs, missions or activities in places with few hotels);
  - b) carrying out activities organized directly at a hotel;
  - c) economic convenience.

#### **Article 10 Transport means**

1. Standard transport means are:
  - a) all transport means that have a regular line service;
  - b) taxi for travel in the urban area of the mission, correlated with the mission activities, within the daily limit of € 25.00;



- c) taxi for routes to and from the station, port or airport of the city or place where the premises of the mission are located, and the place where the mission will be carried out.
2. The use of the taxi, in both cases provided for by letters b) and c) of paragraph 1, is not allowed to students, except for the use of the taxi as an extraordinary means as governed by the following paragraphs of this article.
3. Transport means to hire, with or without driver and taxis for extra-urban trips are extraordinary transport means.
4. The use of extraordinary transport means is subject to specific prior authorization and the existence of one of the following conditions, also with reference to a part of the travel route:
  - a) when the place of the mission is not served by ordinary means of transport (also considering the time of the scheduled activities) and the use of own vehicle is not authorized;
  - b) when there is a justified need to urgently reach the place of the mission or to return to the site and there are no scheduled vehicles with timetables adapted to this need;
  - c) when delicate and/or cumbersome materials and tools indispensable for the performance of the service (e.g. transport of material necessary for the organization of events) must be transported;
  - d) if this is motivated by the health conditions of the individual, by personal protection needs, by strikes, by particular weather events, etc.

#### **Article 11 Use of own vehicle**

1. The use of the own vehicle is allowed only for missions to be carried out in the territory of the European Union and for employees of the IMT School.
2. For non-contracted staff (article 3 of Legislative Decree 165/2001) the use of own vehicle, pursuant to Article 15 paragraph 2 of Law 836 of 1973, is provided only to reach the final destination of the mission and must be previously authorized. Authorization is granted subject to the following conditions:
  - a) time of public services not suitable for reaching the mission location in perfect time or which makes it impossible to reach the mission location or to return to the site, considering schedules, activities to be carried out and transport means;
  - b) location of a trip not connected by ordinary means of transport;
  - c) transport of delicate, heavy or cumbersome materials indispensable for the disengagement of the service;
  - d) "particular" service needs, personal security, documented need, or at least stated in a circumstantial form, to quickly reach the place of the mission and / or return urgently.



3. The consent to the use of this means is issued upon written request by the interested party indicating that the Administration is relieved of any responsibility for the use of the vehicle.
4. In the cases referred to in paragraph 2, the mileage allowance is recognized for the use of own vehicle equal to 1/5 of a litre of petrol in the reference period, with the exclusion of any reimbursement for fuel expenses, maintenance interventions and repair. If duly documented and functional to the performance of the mission, motorway toll charges, or ferry passes, and parking costs within the limit of € 25 per day are also reimbursed, subject to the possibility, in exceptional cases, for the authorizing individual to justifiably derogate the above amount limit.
5. As long as the School does not have its own means of transport, the provisions referred to in paragraphs 2.3 and 4 of the present article also apply to the Administrative Director of the School, where, fulfilling one of the conditions provided for in paragraph 2, the expenditure envisaged for the use of own vehicle is lower to that envisaged for the use of a rental vehicle with driver.
6. For the remaining contracted staff to whom these regulations apply, the use of own vehicle may be authorized if this leads to a more effective performance of the activity both in terms of economy and efficiency. Staff who intend to use their own vehicle can still obtain authorization from the administration in order to facilitate their travel, with the limited effect of obtaining the insurance coverage due under the current provisions. In the case of authorization, compensation equivalent to the cost of return tickets of the ordinary vehicle for the same route, excluding any non-compulsory supplement, for the class of law is recognized. For routes not covered by scheduled service, the mileage rates in force of Trenitalia apply. In the event that more than one employee is transported in the vehicle, an indemnity equal to the cost that would have been incurred for the same trip, using public transport, for the law class no. 2 employees.
7. In all the cases envisaged, considering the sum of all the charges envisaged in the previous paragraphs, the use of rental means or taxis may be authorized, where it is more convenient in compliance with the legal limits.

## **Article 12 Rented vehicle**

1. For the use of the rented vehicle, the authorization is granted to the staff of the IMT School in the presence of the same motivations provided for the use of own vehicle referred to in Article 11, paragraph 2, letters a), b), c), d) and provided that the rental contract provides full insurance coverage for the driver, passengers and the vehicle itself.
2. The following expenses shall be reimbursed to authorized staff: a) rental costs relating to motor vehicles of power not exceeding 17 fiscal horsepower, or 20 if with diesel engine; b) insurance costs only if mandatory and binding for the rental; c) fuel costs; d) motorway tolls; e) parking expenses, with the exception of those incurred at the place of duty and residence; f) emergency recovery costs.



### **Article 13 Other expenses**

1. Reimbursement of expenses is allowed for:
  - a) the entry visa when it is inherent to the performance of the mission;
  - b) the health insurance policy or other insurance coverage linked to the cancellation of the trip, if compulsory or otherwise required for the type of activities carried out;
  - c) expenses for agency fees;
  - d) costs for mandatory vaccinations;
  - e) expenses for registration at conferences;
  - f) expenses for registration at libraries.

### **Article 14 Documentation of expenses and fulfilments after the end of the trip**

1. At the end of the trip the employee is required to fill in the summary form indicating, in particular: a) the time of effective start and effective end of the working activity during the trip, including the specification of the break if scheduled; b) travel time; c) expenses analytically incurred, of which the supporting documentation must be attached; d) declaration that the expenses for which reimbursement is requested have not been requested and reimbursement will not be requested to another administration.
2. The summary is signed, after checking the congruence of schedules and expenses, by the CDR that has arranged the trip.
3. The documentation concerning the trip, duly completed and approved, must be presented to the competent office by the 10th day of the month following the one to complete the trip.
4. Except in cases of force majeure, due to accounting requirements, requests for reimbursement of expenses presented more than two months after the conclusion of the trip cannot be taken into consideration. In the absence of timely submission, any advance granted pursuant to Article 8 will be recovered and the trip will not be reimbursed.
5. The documentation of the expenses incurred must be original and must allow to identify the recipient of the sums, the amount paid, the reference date and the reason for the expense.
6. For the expenses incurred in Italy, the documentation must be tax-related and can consist of an invoice, receipt or fiscal receipt with a specific indication of what was consumed, with the exception of minute expenses. The expense document relating to the use of the taxi must contain the date, the amount paid, and the route travelled and must be signed by the driver.
7. Travel expenses may only be reimbursed upon presentation of the original travel ticket, attaching, as regards air travel, the boarding card referring to the individual person. In the event that the travel ticket is without the price, it will be necessary to attach a declaration from the agency that issued the ticket or the receipt of



the payment; limited to urban means of public transport the price can be self-certified if it does not appear on the ticket. The costs of booking and issuing the ticket are reimbursable, provided they are duly documented. Tickets purchased with online or telematic procedures are reimbursable, without prejudice to the obligation to attach the boarding card, where applicable, and the receipt of payment.

8. The documentation obligations referred to in the previous paragraph remain in the case of expenses incurred with a company credit card. If such receipts are not presented or the amount paid is higher than the reimbursable limits, the amount will be deducted from other payments that the IMT School will make in favour of the same cardholder.
9. The documentation of expenses must be strictly personal and, where possible, must contain the personal details of the individual. Any justifications related to expenses incurred by several individuals on the mission at the same time will be assessed on a case-by-case basis and possibly reimbursed, in proportional instalments, to the applicants.
10. If the original documentation is to be filed with another administration or body that provides a partial reimbursement, the same can be presented as a photocopy signed by the person concerned with the indication of the Administration or body where the original is available, and the amount already reimbursed.
11. The complete documentation of the expenses incurred must be presented by the interested party using the forms prepared by the Administration.
12. In the case of travel tickets withdrawn by the transport company, a self-declaration must be enclosed indicating the amount paid and the route taken.
13. For the reimbursement of expenses paid in foreign currency, the official exchange rate of the day on which expenditure was made will apply, with the exception of reimbursements of expenses paid by credit card, corresponding to the sum actually paid in euros, as evidenced by the statement.
14. With regard to the documented expenses incurred for the registration of conferences, events, courses that include board and accommodation expenses, these must be evidenced by the supporting documentation and, for the corresponding meals or overnight stays, no further expenses may be reimbursed. If it is not possible to have the detailed documentation relating to the expenses covered by the registration at the conference, this is replaced by a self-certification signed by the interested party.
15. The successful payment of the registration must be proven by invoice or receipt issued by the organizing body, indicating the name of the participant and the services included in the registration fee.
16. Where the documentation of the original expenses is in a language other than Italian and English, it must be accompanied by the individual who presents it with a translation under their own responsibility for the content of these documents, allowing the School to carry out the due checks.



### Article 15 Trips for funded conventions or projects

1. In cases where the trip is carried out under conventions or projects that provide the restoring of costs for the IMT School, the reimbursement of trip costs occurs in compliance with all procedures and within the limits of the provisions of these regulations. For the purposes of specific reporting, the forms will contain evidence of the convention or project in which the trip is located.

### Article 16 Alteration, counterfeiting, theft and loss of supporting documents

1. The alteration or counterfeiting of documents that constitute proof of expenses incurred in the context of the mission payment or equivalent, give rise to disciplinary and penal consequences for the person responsible.
2. In case of theft or loss of the travel tickets, it is possible to obtain a reimbursement in the following ways:

HEADING	REFUND ENTITY	DOCUMENTATION
Train ticket of for sea transport (loss/theft)	Ticket cost	Copy of the loss or theft report presented to the police authority
Airplane ticket (loss/theft)	Ticket cost	Authentic copy of the flight coupon matrix issued by the airline company Copy of the loss or theft report presented to the police authority

3. For all other expense documents, no reimbursement is allowed in the case of loss or theft.

### Article 17 Missions not carried out

1. In the case of missions authorized and not carried out for exceptional reasons regardless of the will of the individual, the reimbursement of expenses incurred and not repayable by the service providers is envisaged. In other cases, the costs incurred are not reimbursable.
2. Regardless of the will of the individual, exceptional reasons must be understood as: a) illness of the individual documented by medical certificate; b) serious family reasons for which the current legislation provides for permission or leave; c) exceptional atmospheric, natural and socio-political events; d) strikes, failures and delays that prevent transport or make the purpose of the mission fail, duly documented; e) unexpected cancellation of the event that justifies the mission, duly documented.



## **Chapter III - REPRESENTATION EXPENSES**

### **Article 18 Definitions**

1. Representation activities are all activities aimed at maintaining and increasing the institutional prestige of the IMT School, during official relations and more generally on the occasion of contacts with individuals and personalities of the scientific, institutional and economic cultural world and in relations with institutions. public and private sectors
2. The following are acceptable for representation expenses:
  - a) expenses for recognitions of modest value - books, medals, flowers and the like - or for the purchase of typical or characteristic products of the local economy destined to authorities and personalities visiting the IMT School, or that meet delegations of the IMT School;
  - b) expenses for the dissemination of the IMT School's image on the occasion of initiatives of particular importance for the prestige of the IMT School;
  - c) expenses incurred on the occasion of funeral honours of important scientific, cultural, economic and institutional figures for the IMT School;
  - d) expenses deriving from duties of minute hospitality - coffee, drinks - and expenses related to business lunches, refreshments and dinners with authority and personality visiting the IMT School or meeting IMT School delegations, relative to guests and staff of the IMT school involved;
  - e) business lunches or expenses of minute hospitality, also related to their own staff, in occasions of meetings or extended meetings with external individuals with whom they intend to activate or make collaborations.
3. The following are assimilated to representation expenses:
  - a) expenses incurred on funeral services related to staff;
  - b) medals or similar symbolic objects donated to retired staff.
4. The expenses referred to in this article may weigh on funds from institutional activities funded by third parties or by activities on behalf of third parties and on a residual basis and, within the limits provided by law, on funds not otherwise allocated in the budget

### **Article 19 Administrative management**

1. In the case of business lunches or dinners or other forms of hospitality directed to single persons, the forms must show the subject of the meeting, the names and roles of the expected participants.
2. Without prejudice to the necessary authorization, if the costs are paid in advance by the individual who makes the purchase, the documented expenses will be reimbursed within the limits of what has been authorized; any exceptions due to unforeseeable events may be authorized by the Manager of the Responsibility Centre according to the established procedure.



3. For expenses related to the purchase of medals and other symbolic objects, typical products of the local economy and kinds of comfort items intended for hospitality, preventive and cumulative purchases can be made, in relation to specific needs, with the keeping of a special register of loading and unloading of the goods duly endorsed by the Administrative Director.
4. The unit cost of the recognitions cannot be more than € 150,00.

## **Chapter IV - EXPENSES FOR SEMINARS AND EVENTS**

### **Article 20 General principles**

1. Events that may lead to expenses for the purchase of goods and services or reimbursements are, by way of example but not of limitation, the following: Graduation Ceremony, Research Seminar, Advanced Topic/Didactic Seminar, Workshop, Academic conference, Open IMT and Inaugural ceremony.
2. The expenses referred to in this article refer, by way of example, to reimbursement of expenses and/or compensation for the speakers, for leasing and setting up of rooms, various kinds of services related to the event, press releases, business lunches, catering service, small kinds of comfort, purchase of gifts of a modest value for participants, other related representation expenses, as referred to in chapter III.
3. In any case, these expenses must be based on criteria of sobriety, decorum and economy and must be adapted to the characteristics and the importance of the event in relation to which they are incurred.
4. With reference to each service or good acquired, the Manager of the CDR will also verify during the authorization of the expenditure that the use of external resources is motivated by the impossibility or inappropriateness, with reference to the characteristics of individual events, to make use of the facilities and resources already available in the IMT School.
5. In case of use of the restaurant service, those with the right to it are those who are actively involved in the event; regarding the Research Seminar, Advanced Topics and Didactic Seminars and other types of events referred to in this chapter, in case of use of the restaurant service, the maximum number of places is  $n+3$ , where  $n$  represents the number of speakers during the event. The maximum reimbursable limit is € 30,00 per place.
6. Without prejudice to the necessary authorization, if the costs are paid in advance by the individual who makes the purchase, the documented expenses will be reimbursed within the limits of what has been authorized; any exceptions due to unforeseeable events may be authorized by the Manager of the CDR according to the established procedure.





## **Chapter V - TRANSITIONAL AND FINAL PROVISIONS**

### **Article 21 Transitional rules**

1. These Regulations come into force the day after they have been issued
2. These Regulations repeal the Regulations for the organization of events and seminars, ultimately modified on 5 December 2013 with DD 04359(348). I.3.05.12.13.
3. With reference to procedures relating to missions, representation expenses, seminars and events in progress, these continue to be governed by the previous provisions.
4. Any other rule or provision conflicting with the provisions of the Regulations is to be considered repealed.
5. The Administrative Department may issue detailed provisions or clarifications when additional regulatory and legislative measures occur.
6. For anything not covered by these Regulations, please refer to legislative, regulatory and contractual provisions that govern the matter itself as compatible and the ANAC guidelines on the matter.
7. After 12 months from the date of entry into force of these regulations, the Administrative Department will provide detailed monitoring of the application of the rules of these Regulations and on the evolution of the progress of expenses per mission, also with a view to proposing any corrections, with particular reference to the financial impact of the new rules on the limits and conditions for reimbursement. The Board of Directors will be informed of this monitoring.

**Table A**

**LIMITS OF REIMBURSABLE EXPENSES**

Category <sup>1</sup>	Accommodation per night in Italy		Meals a day in Italy	Railway transport class		Sea, underground, bus and tram transport	Airplane class <sup>2</sup>
				ITALY	ABROAD		
<b><u>Class I</u></b> (I and II level professors and Executives)	€ 170,00	All non-luxury categories	€ 60,00	I		All classes	Economy
<b><u>Class II</u></b> (remaining staff)				II			

<sup>1</sup> The allocation of the assignment provision may include additional reimbursement limits or the use of school facilities (canteen, guesthouse). The status of the applicant prevails (the rule applies analogically also to external individuals).

<sup>2</sup> Business Class is allowed only for transcontinental flights with a duration of more than 5 hours.

<b>Table B</b>						
<b>MD 23 March 2011</b>						
<b>BOARD AND ACCOMMODATION LIMITS FOR MISSIONS ABROAD</b>						
<b>Country</b>	<b>Staff class I</b>			<b>Staff class II</b>		
	<b>Board</b>	<b>Accommodation (I non luxury category)</b>	<b>Alternative payment</b>	<b>Board</b>	<b>Accommodation (II category)</b>	<b>Alternative payment</b>
Afghanistan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Albania	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Algeria	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Angola	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Saudi Arabia	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Argentina	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Armenia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Australia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Austria	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Austria - Vienna	€ 95,00	€ 269,17	€ 155,00	€ 75,00	€ 215,63	€ 155,00
Azerbaijan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Bahama	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Bahrein	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Bangladesh	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Barbados	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Belgium	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Belgium - Brussels	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Belize	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Benin	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Bhutan	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Belarus	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Burma	€ 80,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Bolivia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Bosnia Herzegovina	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Botswana	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Brazil	€ 60,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Bulgaria	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Burundi	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Cambodia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00

<b>Table B</b>						
<b>MD 23 March 2011</b>						
<b>BOARD AND ACCOMMODATION LIMITS FOR MISSIONS ABROAD</b>						
<b>Country</b>	<b>Staff class I</b>			<b>Staff class II</b>		
	<b>Board</b>	<b>Accommodation (I non-luxury category)</b>	<b>Alternative payment</b>	<b>Board</b>	<b>Accommodation (II category)</b>	<b>Alternative payment</b>
Cameroon	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Canada	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Cape Verde	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Chad	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Chile	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
China People's Republic	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
China Taiwan	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Cyprus	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Colombia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Comoros	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Congo	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Korea	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Ivory Coast	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Costa Rica	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Croatia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Cuba	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Denmark	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Dominica	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Ecuador	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Egypt	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
El Salvador	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
United Arab Emirates	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Eritrea	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Estonia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Ethiopia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Fiji	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Philippines	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Finland	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
France	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Gabon	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Gambia	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00

Table B						
MD 23 March 2011						
BOARD AND ACCOMMODATION LIMITS FOR MISSIONS ABROAD						
Country	Staff class I			Staff class II		
	Board	Accommodation (I non luxury category)	Alternative payment	Board	Accommodation (II category)	Alternative payment
Georgia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Germany	€ 85,00	€ 240,83	€ 140,00	€ 70,00	€ 201,25	€ 140,00
Germany - Bonn and Berlin	€ 95,00	€ 269,17	€ 155,00	€ 75,00	€ 215,63	€ 155,00
Ghana	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Jamaica	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Japan	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Japan - Tokyo	€ 95,00	€ 269,17	€ 155,00	€ 75,00	€ 215,63	€ 155,00
Djibouti	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Jordan	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Great Britain	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Great Britain - London	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Greece	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Grenada	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Guatemala	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Guinea	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Guyana	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Haiti	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Honduras	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Hong Kong	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
India	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Indonesia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Iran	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Iraq	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Ireland	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Iceland	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Israel	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Kazakhstan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Kenya	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Kyrgyzstan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Kiribati	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00

Table B						
MD 23 March 2011						
BOARD AND ACCOMMODATION LIMITS FOR MISSIONS ABROAD						
Country	Staff class I			Staff class II		
	Board	Accommodation (I non-luxury category)	Alternative payment	Board	Accommodation (II category)	Alternative payment
Kuwait	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Laos	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Lesotho	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Latvia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Lebanon	€ 95,00	€ 269,17	€ 155,00	€ 75,00	€ 215,63	€ 155,00
Liberia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Libya	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Liechtenstein	€ 95,00	€ 269,17	€ 155,00	€ 75,00	€ 215,63	€ 155,00
Lithuania	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Luxembourg	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Macedonia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Madagascar	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Malawi	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Malaysia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Maldives	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Mali	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Malta	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Morocco	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Mauritania	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Maurizio	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Mexico	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Moldova	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Monaco (Principality)	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Mongolia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Mozambique	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Mauritania	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Namibia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Nauru Rep.	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Nepal	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Nicaragua	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00

<b>Table B</b>						
<b>MD 23 March 2011</b>						
<b>BOARD AND ACCOMMODATION LIMITS FOR MISSIONS ABROAD</b>						
<b>Country</b>	<b>Staff class I</b>			<b>Staff class II</b>		
	<b>Board</b>	<b>Accommodation (I non-luxury category)</b>	<b>Alternative payment</b>	<b>Board</b>	<b>Accommodation (II category)</b>	<b>Alternative payment</b>
Nigeria	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Norway	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
New Caledonia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
New Zealand	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Oman	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Netherlands	€ 85,00	€ 240,83	€ 140,00	€ 70,00	€ 201,25	€ 140,00
Pakistan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Panama	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Papua New Guinea	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Paraguay	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Peru	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Poland	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Portugal	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Qatar	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Czech Republic	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Central African Republic	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Dominican Republic	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Republic of South Africa	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Romania	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Rwanda	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Russia – Russian Fed.	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Russia - Moscow Russian Fed.	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Saint	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Solomon	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Samoa	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Sao-Tomé and Principe	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Seychelles	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Senegal	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00

**Table B**  
**MD 23 March 2011**

**BOARD AND ACCOMMODATION LIMITS FOR MISSIONS ABROAD**

Country	Staff class I			Staff class II		
	Board	Accommodation (I non-luxury category)	Alternative payment	Board	Accommodation (II category)	Alternative payment
Serbia and Montenegro	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Serra Leone	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Singapore	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Syria	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Slovakia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Slovenia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Somalia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Spain	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Spain-Madrid	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Sri Lanka	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
The United States - New York and Washinton	€ 85,00	€ 240,83	€ 140,00	€ 70,00	€ 201,25	€ 140,00
USA	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Sudan	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Suriname	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Sweden	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Switzerland	€ 95,00	€ 269,17	€ 155,00	€ 75,00	€ 215,63	€ 155,00
Swaziland	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Tajikistan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Tanzania	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Thailand	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Togo	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Tonga	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Trinidad and Tobago	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Tunisia	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Turkey	€ 60,00	€ 170,00	€ 120,00	€ 45,00	€ 129,38	€ 120,00
Turkmenistan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Tuvalu	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Ukraine	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00



<b>Table B</b>						
<b>MD 23 March 2011</b>						
<b>BOARD AND ACCOMMODATION LIMITS FOR MISSIONS ABROAD</b>						
<b>Country</b>	<b>Staff class I</b>			<b>Staff class II</b>		
	<b>Board</b>	<b>Accommodation (I non-luxury category)</b>	<b>Alternative payment</b>	<b>Board</b>	<b>Accommodation (II category)</b>	<b>Alternative payment</b>
Uganda	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Hungary	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Uruguay	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Uzbekistan	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Vanuatu	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Viet Nam	€ 70,00	€ 198,33	€ 125,00	€ 60,00	€ 172,50	€ 125,00
Yemen	€ 80,00	€ 226,67	€ 130,00	€ 65,00	€ 186,88	€ 130,00
Zambia	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00
Zimbabwe	€ 60,00	€ 170,00	€ 120,00	€ 40,00	€ 115,00	€ 120,00



SCUOLA  
ALTI STUDI  
LUCCA



SCUOLA  
ALTI STUDI  
LUCCA