

## DOCUMENTS TO BE PRODUCED FOR THE RECOGNITION OF MISSION TREATMENT

### (EXTERNAL PERSONNEL - EXTERNAL COMMISSIONERS)

#### BEFORE MISSION

##### 1) MODEL "A" - REQUEST FOR PREVENTIVE AUTHORIZATION - \*

If the appointment decree is missing, mod A must be submitted to the UFFICIO SPESE – SERVIZIO MISSIONI beforehand in time for the completion of the necessary procedures.

If you use your own vehicle just to get to the University of Trieste the model must be presented / sent OBLIGATORY AND PREVENTIVELY, for the purpose of recognizing the kilometric allowance, the motorway toll charges and car parks at the mission site. If the authorization does not arrive in time, a replacement travel allowance will be recognized, equal to a r/t train by train in category of attendance (from the habitual residence city to the mission venue).

Any request for EXTRAORDINARY TRANSPORTATION (urban and extra-urban taxis, private vehicle, rented vehicles, etc.): tick second box "Additional Request" ("Richieste aggiuntive") on mod. A authorizable only by way of prior notice and after specifying the specific reason (eg. lack of connections with ordinary public transport, bulky material transport, rapidity in the shifts for concurrent commitments, etc.)

In case of your OWN VEHICLE use, itinerary section must be compiled, with also type and car plate.

##### 2) MODEL "C" - SUBSEQUENT CERTIFICATION DECLARATION (5 pages) \*

This model must be submit / sent to the UFFICIO SPESE – SERVIZIO MISSIONI. In order to reimburse the mission expenses, you must have the Italian Tax Code. Please include copy of an identity document.

#### AFTER MISSION

##### 3) MODEL "B" - REQUEST REFUNDS MISSION EXPENSES

Expenditure mission form will be presented, not later than the next 30 days (always at the UFFICIO SPESE – SERVIZIO MISSIONI), keeping in mind:

- ALL DOCUMENTS must be delivered in ORIGINAL COPY;
- in case of use of plane, flight ticket or booking confirmation with the BOARDING PASS must be sent;
- ACCOMODATION INVOICE shall include customer master data and hotel's category (at moment of booking and / or invoicing, request the application of any conventions with the University);
- FOOD TAX RECEIPTS must return the customer's master data, while the CASH RECEIPTS must be signed;
- SHOW ALL FREE SERVICES (travel, accommodation, meals);
- km of the whole journey from the place of employment and / or habitual residence to the place of mission, if you have used your own vehicle

PRESENTATION ATTESTATION: in case of commissions, must be completed, by the President of the Commission, the part relating to attestation of presence at the top of model B; if not duly completed, it may take long time to repay the mission.

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The mission documentation must be sent to the following address:

UNIVERSITA' DEGLI STUDI DI TRIESTE - Ufficio Spese – Servizio Missioni - Piazzale Europa, 1 - cap 34127 TRIESTE

\*For model "A" and model "C" it is sufficient to forward the fax to the n. 040 / 558-2994 or by mail to:

[daniela.grison@amm.units.it](mailto:daniela.grison@amm.units.it) o [contabilita.missioni@amm.units.it](mailto:contabilita.missioni@amm.units.it)