



UNIVERSITÀ
di CAMERINO

REGULATIONS ON “MISSIONI”, REPRESENTATION EXPENSES, SEMINARS AND EVENTS

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CHAPTER I - GENERAL RULES AND SCOPE OF APPLICATION

Art. 1 - Purpose

1. These Regulations inspired by the principles of economy, efficiency, effectiveness and cost containment, regulate the performance of “MISSIONI” assignments and the related remuneration, representation expenses as well as expenses for seminars and events.
2. All expenses referred to in these Regulations are made in compliance with the Regulations for Administration, Finance and Accounting and other Regulations of the **University of Camerino** (hereinafter **Unicam**) and the laws in force, and are subject to the approval of the competent Administrative Responsibility Centre and to the budget capacity, in addition to the preliminary authorisations required, also in electronic format.

Art. 2 - Definitions

1. “**MISSIONI**” (possible translations: *business trips, research trips*)” means the performance of a work activity, carried out for the institutional purposes of the University, temporarily performed by the staff referred to in Art. 3, outside the municipality of the ordinary place of employment or the municipality of habitual residence, and more than ten kilometres away from the place of employment and habitual residence, both domestically and abroad. Reimbursement for “MISSIONI” carried out continuously in the same location is paid for a maximum of 240 days. For “MISSIONI” carried out abroad this limit is reduced to 180 days.
2. “**Place of work**” means the Unicam offices where the subjects carry out their activities, even temporarily, or the place where they are located or have to return for employment needs.
3. “**Habitual residence**” means the registered place of residence of the employee, without prejudice to the possibility for the employee to prove, by means of a declaration in lieu of a sworn statement, that he or she permanently lives in a place other than that of residence.
4. In the event that the employee is sent on a business trip to a place between the place of work and the place of habitual residence, the distance is calculated from the place closest to the place of the business trip. If the place of the business trip is beyond the place of habitual residence, the distances are calculated from the latter place; the criterion of economic convenience remains valid, which must also take into account the time spent on the trip.
5. In the case of reimbursements for external staff who come to carry out their activity at Unicam, the provisions of the previous paragraphs apply analogously. Reimbursement of expenses is recognised within the limits set out in these Regulations on the basis of the qualifications/job title, the role held in their home institution (institution of origin), or the role that will be held at Unicam.
6. “**Subject**” means the person entitled to reimbursed “MISSIONI” or equivalent pursuant to art. 3 of these Regulations.

CHAPTER II - ADMINISTRATIVE MANAGEMENT AND REIMBURSEMENT FOR “MISSIONI”

Art. 3 – Subjects



1. The following subject have the right to reimbursed “MISSIONI” or equivalent:

a) temporary and permanent staff employed at Unicam, excluding staff placed on leave;

b) external members of the academic bodies of Unicam;

c) Unicam teachers placed on rotation, pursuant to art. 17 of Presidential Decree No. 382/1980, or on extraordinary leave, pursuant to art. 10 of Law No. 311/1958 and art. 8 of Law No. 311/1958, with exclusive regard to “MISSIONI” connected to the research activity for which the rotation and extraordinary leave were granted;

d) holders of research grants or scholarships activated by Unicam, as well as holders, even on a voluntary basis, of collaboration contracts that expressly contemplate this possibility;

e) subjects who participate, even on a voluntary basis, in Unicam research projects where this possibility is expressly contemplated in the project;

f) students of specialisation courses, PhD courses, advanced training courses at Unicam;

g) PhD students within the maximum limit of the budget for research activities referred to in art. 9 paragraph 3 of Ministerial Decree 45/2013 and any other sums made available by the research group. For PhD students who go abroad with an increased scholarship and for periods longer than 30 days, for the sole reimbursement of the return trip from the Unicam campus to the foreign location and accommodation expenses. Any “MISSIONI” during this period shall be subject to the ordinary “MISSIONI” reimbursement policy, considering the foreign location as the place of departure from the “MISSIONI”.

h) students of the graduate courses and master’s courses activated by Unicam, if included in specifically funded research or teaching programmes, or in the activities covered by the funds on which the expenses are charged;

i) holders of courses or seminars held, even free of charge, within the framework of formalised relationships with Unicam;

j) external components of joint “MISSIONI” for the recruitment of technical, administrative, teaching, and research staff.

k) external components for joint “MISSIONI” related to exams;

l) any subject, including students, formally appointed to carry out an activity in the interest of the University of Camerino;

m) any subject included in research and mobility programmes and projects financed by external bodies.

2. These regulations also apply to teaching staff on leave, on sabbatical, on unpaid leave of absence, or untenured, who, in accordance with current national legislation and the University’s internal regulations, may access or use research funds, provided that the “MISSIONI” activities are related to the same research and provided that the place where the “MISSIONI” takes place is different from the place where they carry out their activity.

3. If the holder belongs to more than one of the categories indicated above, the rules relating to the category with reference to which the “MISSIONI” was authorised shall apply. The reimbursement of expenses relating to activities carried out by external members of the Board of Directors, the Board of Auditors and members of other academic bodies of Unicam, if the applicants do not fall into other categories of the University, does not require further authorisation with respect to the designation provision.

4. Those accompanying persons with disabilities are entitled to the same reimbursement of expenses recognised to the holder of the “MISSIONI” or transfer. The supporting documents of the companions must be in their name.

5. Reimbursement of food and accommodation expenses is not permitted when the subject uses food and/or accommodation provided by Unicam or the host institution or organisation.

Art. 4 - “MISSIONI” and training activities for technical, administrative and managerial staff



1. This article refers to “MISSIONI” by Unicam technical-administrative staff, management, and the General Director to carry out activities in the interest of the University, including participation in training activities, both as teachers and as students.

2. The following are **eligible expenses** within the scope of training activities:

a) training course registration fees;

b) travel, food and accommodation expenses.

3. The reimbursement of expenses referred to in point b) of the previous paragraph may be limited or excluded altogether by the provision authorising participation in the training activity.

4. The expenses referred to in paragraph 2 may also be charged to funds from activities on behalf of third parties or from institutional activities financed by third parties, or to funds not allocated within the Unicam budget.

5. Participation in training courses with costs borne by the Unicam budget may be subject to internal selection procedures on a competitive basis, defined by decree of the General Director.

6. The employee who participates in a training or external event is required to make the knowledge acquired available to Unicam with the tools deemed most appropriate, and to deliver a copy of the training material to the General Director, and when the topic is considered strategic and transversal, to hold an internal feedback seminar to those interested in the topic.

7. The calculation of the total hours worked by the employee sent on “MISSIONI” is based on the documentation produced by the employee or, if it is not possible to produce documentation, on the attestations reported by the employee in the summary form. For this purpose, only the actual time spent performing the work at the “MISSIONI” location is considered, excluding the time allocated to meals and rest. The time required for travel cannot generate overtime, even if the trip is made on rest days. The hours worked on business trips are added to any hours worked on the same day at the usual place of work.

Art. 5 – Authorisation request

1. The request to carry out an “MISSIONI” activity must also be sent electronically to the competent Office at least 2 days before the date scheduled for the start of the activity, under penalty of inadmissibility of the same, except in cases of duly motivated necessity and urgency.

2. The request must be submitted using the university's computerised procedure or according to UNICAM practices, accompanied by all the documents necessary to evaluate its purpose and coherence for institutional purposes, as well as the estimate of the costs to be reimbursed, if in the subject's possession.

3. The request must, in any case, contain the following elements:

a) requesting subject;

b) their relationship with Unicam;

c) “MISSIONI” destination;

d) “MISSIONI” start and end dates;

e) purpose of the “MISSIONI”;

f) specific fund on which the expenses are to be borne;

g) rough estimate of travel expenses;

h) request for authorisation to use an extraordinary means of transport, if any;



i) request for authorization to exceed the limit for expected accommodation expenses, if any;

l) declaration that the statements contained in the request are true and made under one's own responsibility in accordance with the legislation in force;

m) for PhD students, no objection from the tutor (or equivalent).

4. For "MISSIONI" exceeding 30 days, express authorisation must be obtained from the board or director of the school to which the requesting subject belongs. In the case of technical-administrative staff, express authorisation from the General Director is required.

In the case of PhD students whose "MISSIONI" exceeds 30 days for the mandatory mobility periods required by the PhD programme, the express authorisation mentioned above is not required.

5. The "MISSIONI" activities of University teachers and researchers must be authorised by the Director of the School. The other "MISSIONI" activities must be authorised by the General Director. The "MISSIONI" activities of the Rector, the General Director, and the Managers are not subject to authorisation. However, the managers report to the General Director the performance of the "MISSIONI" activities.

6. The final approval is the responsibility of the person/body bearing the expenses.

7. The limits defined for the various types of expenditure by these Regulations define the maximum reimbursable limit, without prejudice to the evaluation, at the time of authorisation, of individual requests in accordance with the principles set out in art. 1, paragraph 1; at this stage, the body responsible for the authorisation, also taking into account the expected duration of the off-site activities, can make the approval of the "MISSIONI" and related expenses conditional on a review of the amount for which the preliminary authorization is requested.

8. Authorisation to carry out "MISSIONI" or transfer activities is admissible provided that the "MISSIONI" or transfer starts at the latest the day before the start of the activities and ends at the latest on the following day. If the subject, for personal reasons, remains in the location of the trip/transfer or nearby areas beyond the established deadlines, the travel ticket with different dates can be refunded, only if previously authorised; such authorisation is subject to the presentation of supporting documentation from which the equal or lower cost of the trip can be deduced. All expenses of a different nature relating to additional days of stay are the responsibility of the interested party.

9. The amount indicated during the request for authorization for "MISSIONI", divided by category of expenditure, represents the maximum reimbursable limit; this provision may be subject, during the request for reimbursement, 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 economic availability of the fund to which the expenditure is charged. Any exceptions, due to unforeseeable events, may be authorised with a further provision by the competent body authorising "MISSIONI".

10. Authorisation for "MISSIONI" does not automatically entail its payment if the provisions of these Regulations are not complied with.

Art. 6 - Reimbursement for "MISSIONI"

1. Unicam staff sent on business trips to Italy are entitled to reimbursement of expenses actually incurred and duly documented for travel, food and accommodation shown in Table A, and for the costs of registration for conferences/courses, if incurred directly, according to the provisions of the following articles.

2. For "MISSIONI" expenses abroad, the interested party, at the time of authorisation, must choose the analytical reimbursement or the alternative remuneration policy for the entire duration of the "MISSIONI" activity. To this end, the



provisions set forth in the Ministerial Decree of 23 March 2011 issued by the Ministry of Foreign Affairs and subsequent amendments and additions shall apply.

3. Staff sent on assignment abroad to accompany and collaborate with staff belonging to a higher qualification, or forming part of an official Unicam delegation, benefit from the reimbursements and concessions provided for higher-level staff.

4. In the case of analytical reimbursement, in addition to travel expenses, food and accommodation expenses are reimbursable according to the limits of the attached Table B provided for by the Ministerial Decree of 23 March 2011 issued by the Ministry of Foreign Affairs, an integral part of these Regulations.

5. In the case of alternative remuneration policy, in addition to travel expenses, a lump sum is reimbursed, for food and accommodation, indicated in the attached Table B and divided by geographical area. Alternative remuneration policy can be authorised only in the case of “MISSIONI” activities and transfers exceeding one day, including travel time, and is recognised for every twenty-four hours of continuous activity completed. For a duration of less than twelve hours, no amount is due. If the activities continue for a period between twelve and twenty-three hours, a sum equal to half of that indicated in the aforementioned Table B is paid.

6. In the event that alternative remuneration policy is recognised, reimbursement of expenses incurred for food, accommodation and urban public transport or taxis in the place of “MISSIONI” is not due.

7. In the event that the expenses for food or accommodation are paid by other entities, the alternative remuneration policy referred to in paragraph 5 is not permitted, nor is the analytical reimbursement for the same items.

Art. 7 - Advance payment of “MISSIONI” expenses

1. The subject entitled may request, at least 10 days before departure, except in exceptional and urgent cases duly justified, an advance on expenses for which he/she will subsequently request an analytical or lump sum reimbursement. At the time of requesting the advance, the requestor must issue specific authorisation in favour of Unicam for the compensation of any return of the advance, as provided for in paragraph 4, which follows. This advance is paid with the following limitations:

- a) analytical reimbursement: not exceeding 75% of the estimated or estimable expenses within the limits of the Regulations;
- b) alternative remuneration policy for “MISSIONI” abroad: no more than travel expenses plus 90% of the lump sum reimbursement requested.

2. The following subjects may request an advance on expenses:

- a) professors and researchers: for “MISSIONI” where the total estimated amount exceeds **€800.00**;
- b) other subjects: for “MISSIONI” where the total estimated amount exceeds **€250.00**.

3. Advances are not granted for “MISSIONI”, the duration of which is presumably less than 24 hours. The advance is deducted, at the time of final settlement of the “MISSIONI” expenses, from the total sum due for reimbursement.

4. The subject who requested and obtained the advance is required, once the “MISSIONI” or transfer has ended, to deliver the complete documentation as soon as possible and in any case no later than 30 days after the transfer. After this deadline, the advance will be recovered.

5. In the event of impossibility to complete the “MISSIONI” activities, the person who received the advance must provide for the return of the advance within a maximum of 10 days from the date scheduled for the start of the “MISSIONI” activities. If such return is not made, Unicam will proceed to recover the sums directly from the other amounts owed to the interested party, where possible, or by means of a payment order.



6. If the amount of the advance is higher than the actual expenses, the interested party must return the difference within 30 days of the settlement of the “MISSIONI” or transfer. Once this deadline has elapsed, recovery will be carried out directly on sums otherwise owed to the interested party, where possible, or by means of a payment order.

7. It is forbidden to grant further advances to those who have not complied with the provisions of paragraphs 4, 5, and 6 of this article and for as long as the debt situation towards Unicam persists.

8. In the event that the requestor, for work or health reasons or other serious reasons duly documented, cannot go on “MISSIONI” assignment, any expenses already incurred for which it was not possible to obtain reimbursement, and any penalties applied are still refundable.

Art. 8 - Food expenses

1. Staff who carry out “MISSIONI” activities in Italy lasting more than 8 hours are entitled to reimbursement of equivalent meals by presenting documented expenses within the limit of **€40.00** per meal and a total of **€80.00** per day. For assignments lasting less than 8 hours, reimbursement is due for only one equivalent meal. These amounts do not constitute a daily allowance in any way and the documents eligible for reimbursement can be a maximum of three. The receipt for breakfast consumed in the case of accommodation that does not include this service is included in the limit of 3 daily receipts. For “MISSIONI” lasting less than 4 hours, reimbursement is provided only for travel and transportation expenses.

2. Meals can be reimbursed only if consumed at the place where the “MISSIONI” is carried out or during the outward or return journey, provided that the related stops are consistent with the normal route.

The only exceptions to this general principle are “MISSIONI” carried out in isolated locations without refreshment points; in which case travel for the consumption of meals in immediately nearby locations, meals consumed on the train or on board other means of transport or consumed en route during a mandatory stop while waiting for connections of other means of transport or food purchased in advance are permitted.

3. The maximum reimbursement limits for meals consumed during “MISSIONI” abroad are shown in Table B of these Regulations, in compliance with the Ministerial Decree of 23 March 2011.

4. In the event of “MISSIONI” lasting more than two days, expenses for the purchase of food at public establishments may be reimbursed, taking into account that, if the amount exceeds the authorised daily maximum, the difference will be deducted from the amounts reimbursable for the following days. The expense for the purchase of such food is an alternative to that of the meals referred to in paragraph 1.

5. Reimbursement of meal expenses occurs upon presentation of a strictly personal invoice or official receipt for tax purposes (in the name of the subject), issued by a commercial establishment authorised to provide hotel or catering services. In cases where the employee consumes the meal in establishments serving food and beverages to the public (bars, rotisseries, company canteens, kiosks) that only issue sale slips or till receipts, the latter are considered valid documents for reimbursement purposes if the nature of the purchased good is recognisable, except as provided for in paragraph 6 of this article. The documentation produced must also show the company name, place, date and amount paid by the subject.

6. Expenses not attributable to a meal are not eligible for reimbursement. Receipts or 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 presents a specific declaration certifying this circumstance and that the items relate to expenses eligible under these Regulations and actually incurred.

Art. 9 – Accommodation expenses



1. Expenses documented in the original or digital format of the invoice/official receipt (for tax purposes) for the overnight stay in Italy and of equivalent documentation in the case of an overnight stay abroad, concerning the overnight stay (including breakfast) in hotel, tourist and residential facilities authorised to carry out this activity according to the laws of the Country in question, are reimbursable within limits set out in Tables A and B of these Regulations. Overnight stay expenses are usually referred to the use of a single room or a double or multiple room whose use as a single room is evident from the invoice or receipt issued by the accommodation facility, which must show the name of the occupant.

2. The overnight stay expenses may also include half board or full board which must be specified on the receipt, and fall within the limits established for food in this Regulation.

3. If the invoice or receipt shows the presence of additional persons not entitled to the “MISSIONI” reimbursement, the expense reimbursable to the entitled person will be equal to the cost of the room divided by the number of persons indicated in the official receipt (for tax purposes).

4. Reimbursement of extra hotel expenses, such as telephone costs or special hotel services including mini bar, is excluded; on the other hand, reimbursement of expenses for connection to the Internet, duly and analytically documented, is permitted.

5. In the case of daily “MISSIONI” in a location up to **80 km** from the Unicom headquarters, overnight accommodation expenses are not permitted if there are scheduled means of transport that allow transfers to be made during the day (within 12 hours of departure) or in the case of authorisation to use one's own vehicle.

6. In other cases, the congruence of the request will be assessed by the General Management on the basis of the type of activity, the program and the location of the activity.

7. In the event that the duration of the off-site activities is equal to or greater than 30 days, a stay in a hotel facility is authorised, except in extraordinary cases, only where it is not possible or convenient, from an economic point of view, to rent accommodation, even through online services, provided that a regular invoice or official receipt is issued in accordance with the legislation of that Country.

8. For trips to Italy, in exceptional cases, duly documented, the person in charge may authorise expenses exceeding the spending limits indicated in Table A, to a maximum extent equal to 50% of the limit. By way of example, and not exhaustively, the following cases are considered exceptional:

a) impossibility of finding other suitable solutions in the event of “MISSIONI” or urgent and unplanned activities and in any other circumstance in which this occurs taking into account the location of the facility with respect to the place where the activities are carried out ((e.g., lack of beds during particular periods of the year on the occasion of events or fairs, “MISSIONI” or activities in places with a small number of hotel facilities);

b) carrying out activities organised directly at a hotel facility;

Art. 10 – Means of transport

1. The following are considered ordinary means of transport:

a) all means of transport carrying out regular scheduled services;

b) taxi for travel within the urban area of “MISSIONI”, related to “MISSIONI” activities, within the daily limit of **€25.00**;

c) taxi for the return journeys to and from the station, port or airport of the city or place where the “MISSIONI” office is located and the place where the “MISSIONI” activities are carried out.



2. In the case of travel on *Frecciarossa* (high-speed train) or similar types of trains, the STANDARD BASE class is permitted for all classes of personnel; extra expenses of any kind are excluded from reimbursement. With reference to the “MISSIONI” of the Rector, Deputy Vice-Rector, General Director and Directors of the school/department, tickets for higher classes can be purchased.

3. Reimbursement of expenses for the use of ordinary and extraordinary means of transport, as well as the mileage allowance, to reach the municipal territory of the place of employment from one's residence, is excluded.

4. For travel within the urban area where “MISSIONI” activities and business trips are carried out, it is possible to use extraordinary means, taxis or rental vehicles, in the cases provided for in paragraph 8 of this article, provided that this is documented with a regular payment receipt (indicating the date, route, etc.). Such use is also permitted for safety reasons in foreign countries where the situation is notoriously risky. 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.

5. Extraordinary means of transport include rental vehicles, with or without a driver, and taxis for travel beyond city limits.

6. For the use of the rented vehicle, authorisation is granted to Unicam employees if the same reasons exist as those provided for the use of the own vehicle referred to in art. 11, paragraph 2, letters a), b), c), d) and e), and on condition that the rental contract provides for full insurance coverage for the driver, passengers and for the vehicle itself.

7. Authorised staff will be reimbursed for the following expenses:

- a) rental costs relating to motor vehicles with a power not exceeding 17 taxable horsepower, or 20 in case of a diesel engine;
- b) insurance costs only if mandatory and binding for the rental; c) fuel costs;
- d) highway tolls;
- e) parking costs within the daily limit of **€15.49**, excluding those incurred at the place of work and residence;
- f) emergency recovery costs.

8. The use of extraordinary means of transport is subject to specific prior authorisation and the existence of one of the following conditions, also with reference to a part of the travel route:

- a) when the location of the “MISSIONI” is not served by ordinary public transport (also taking into account the time of the planned activities) and the use of one's own transport is not authorised;
- b) when there is a justified need to urgently reach the location of the “MISSIONI” or to return on site, and there are no scheduled means of transport with timetables suitable for this need;
- c) when delicate and/or bulky materials and tools that are essential for carrying out the activities need to be transported (e.g., transport of material necessary for organising events);
- d) if it is motivated by the health conditions of the subject, personal protection needs, strikes, particular meteorological events, etc.

9. Regardless of the means used, the reimbursement of fines and penalties is never permitted.

10. For reimbursement for air travel, the boarding pass must be presented in paper or digital format. Business class or equivalent may be authorised only for institutional governance flights in the event that it is necessary to reach the destination with a transcontinental flight lasting more than 5 hours. If an employee uses business class, the equivalent value of the economy class previously agreed with the administration will be reimbursed.



11. In line with the principles of economy, it is mandatory to purchase “closed” airline tickets. “Open” tickets are not refundable unless it is demonstrated, with suitable documents, that the cost is not higher than that of the corresponding closed ticket for the same route, date and airline or in exceptional cases, adequately justified by the same employee and explicitly authorised. With reference to the “MISSIONI” of the Rector, the Deputy Vice-Rector, the General Director, and the Directors of the schools/departments, tickets can be purchased that allow the change of travel schedule in the event of a change in the “MISSIONI” programme.

Art. 11 Use of own vehicle

1. The use of one's own vehicle is permitted only for “MISSIONI” to be carried out within the European Union and for Unicam employees.

2. For non-contracted personnel (art. 3 of Legislative Decree 165/2001) the use of their own vehicle is only foreseen for reaching the final destination of the “MISSIONI”, and must be previously authorised. Authorisation is granted in the presence of one of the following conditions:

a) public transport timetables that are not suitable for reaching the “MISSIONI” location on time or which make it impossible to reach the “MISSIONI” location or to return to the location, taking into account the timetables, the activities to be carried out and the means of transport;

b) location of the transfer not connected by ordinary means of transport;

c) transport of delicate, heavy, or bulky materials essential for the performance of the assignment;

d) “particular” needs for the assignment, personal safety, documented need, or at least declared in detailed form, to quickly reach the location of the “MISSIONI” and/or return on site urgently;

e) Unavailability of University resources.

3. Consent to the use of such means of transport is issued upon written/online request and is subject to the activation of the insurance coverage provided by Unicam, to be carried out by the interested party at the time of requesting authorisation for “MISSIONI” (flag CASCO insurance), from which it appears that the Administration is relieved of any responsibility regarding the use of the vehicle.

4. In the cases referred to in paragraph 2, the mileage allowance for the use of the own vehicle is recognised equal to 1/5 of a litre of petrol in the reference period obtained from the website of the Ministry of the Environment and Energy Security, excluding any reimbursement for fuel costs, maintenance and repairs. If duly documented and needed for the performance of “MISSIONI”, motorway toll costs, ferry crossings and parking costs are also reimbursed up to a limit of **€15.49**.

5. In the event of a request for a mileage reimbursement for routes that commonly include the travel of sections that require the payment of a toll, the subject is obliged to provide the administration with the receipts for the toll in question corresponding to the outward and return journey. In the event of a lack of receipts, the right to a mileage reimbursement lapses.

6. For requests for mileage reimbursement where there is no other supporting expense documentation in addition to the kilometres travelled (e.g., toll or meal), the subject must present an invitation or declaration from a third party at whose location the “MISSIONI” was carried out, certifying the presence of the third party at the destination (this document is however desirable even in the presence of other documentation).

7. In cases where Unicam does not have its own means of transport, the provisions of paragraphs 2, 3 and 4 of this article also apply to the General Director, where, one of the conditions set out in paragraph 2 being met, the expected cost of using its own means of transport is lower than that expected for using a rental vehicle with driver.



8. For research fellows and PhD students engaged in fieldwork for which there is objective difficulty in reaching the places of study by public transport and if the university's company vehicles are not available, the use of their own vehicle is authorised with recognition of the mileage allowance provided for in paragraph 4. The related costs will be charged to the cost centres/projects financed by third parties referred to specifically stipulated contracts/agreements

9. For staff engaged in field activities for which there is objective difficulty in reaching the places of study by public transport and if the company vehicles provided by the university are not available, reimbursement of the mileage allowance provided for in paragraph 4 is permitted, including a maximum limit of **25 km** for the routes travelled by the subject, which are difficult to identify and declared as "surroundings". Reimbursement is subject to express approval by the manager/director in charge of the relevant school/department.

10. For the remaining staff to whom this regulation applies, the use of their own vehicle may be authorised if this leads to a more effective performance of the activity in terms of both economy and efficiency. Staff who intend to use their own means of transport, in order to make their travel easier, may still obtain authorisation from the administration, with the limited effect of obtaining the insurance coverage required under the current provisions. In case of authorisation, compensation equivalent to the cost of return tickets for the same journey is recognised, excluding any non-mandatory supplement; in the case of foreign "MISSIONI", the class of entitlement will be taken into consideration. For routes not covered by scheduled service, the current *Trenitalia* kilometre rates apply. Reimbursement of toll and parking expenses is also provided, within the limits set out in these Regulations, duly documented.

11. In all the cases provided for, considering the sum of all the charges provided for in the previous paragraphs, the use of a rental vehicle or taxi may be authorised, where more convenient and demonstrated, in compliance with the legal limits.

Art. 12 – Other expenses

1. Reimbursement of expenses incurred is permitted for:

- a) the entry visa when it is inherent to the carrying out of the "MISSIONI";
- b) health insurance or other insurance coverage related to trip cancellation, if they are mandatory or in any case required for the type of activities carried out;
- c) agency fees;
- d) mandatory vaccination fees;
- e) conference registration fees;
- f) library registration fees;
- g) tips when mandatory included in the expense document;
- h) entrance to museums related to the interested party's "MISSIONI" and scientific activities.

Art. 13 - Documentation of expenses and obligations following the end of the trip

1. At the end of the transfer, the employee is required to fill out the summary form, in all its parts, using the computerised procedure provided by the Administration.

2. The summary is signed by the requestor and, after checking the congruence of the timetables and expenses, by the manager of the cost centre holding the expense allocation fund;



3. The documentation relating to the trip, duly completed and approved, must be promptly submitted to the competent Office. For accounting purposes, in cases where the “MISSIONI” takes place in the last months of the year, the request must be submitted within two months of the end of the calendar year of the “MISSIONI”. In the case of granting an advance, in the absence of timely submission, the advance will be requested to be returned as provided for in art. 7.
4. The documentation of the expenses incurred, pending the possible activation of the dematerialisation procedure, must be in original, unaltered and legible, and must allow the identification of the recipient of the sums, the amount paid, the reference date, and the reason for the expense.
5. For expenses incurred in Italy, the documentation must be regular from a fiscal point of view and may consist of an invoice, receipt or till receipt with the specific indication of what was consumed. Travel and accommodation expenses incurred through online payment and booking services can be reimbursed only if accompanied by the relevant invoice or receipt and which report the data required by paragraph 8 of this article.
6. Travel expenses can only be reimbursed upon presentation of the original travel ticket, attaching, for air travel, the boarding pass for a single person. The booking and “MISSIONI” costs of the ticket are refundable, provided they are duly documented. Tickets purchased with online or electronic procedures are refundable, subject to the obligation to attach the boarding pass, where applicable, and the payment receipt.
7. The documentation requirements referred to in the previous paragraph remain in place in the case of expenses incurred with a company credit card. If such receipts are not presented or the amount paid exceeds the reimbursable limits, the amount will be deducted from other emoluments that Unicam will make in favour of the cardholder.
8. The documentation of expenses must be strictly personal and, where possible, must include the personal details of the person. It must also include the date (in the case of accommodation, the period to which it refers), the amount paid, and the business name of the facility.
9. In the case of a single receipt for multiple subjects, the amount for which reimbursement is requested must be specified; in its absence, the total amount is divided between the number of people and, if the subject does not have the original receipt, he/she may replace it with a copy of the same signed and accompanied by a declaration stating who is in possession of the original, and the amount to be reimbursed.
10. “MISSIONI” that did not result in expenses to be reimbursed must be closed by the applicant in the university portal at the “NO EXPENSES” status within 30 days of returning to work.
11. If the original documentation must be deposited with another administration or body that provides a partial refund, the same may be presented in photocopy signed by the interested party with the indication of the Administration or body where the original can be found and the amount already refunded.
12. For reimbursements of expenses paid in foreign currency, the official exchange rate corresponding to the first day of “MISSIONI” is applied in reference to the data of the Italian Exchange Office of the Bank of Italy or the OANDA currency converter portal <https://www.oanda.com/currency-converter/it>, with the exception of reimbursements of expenses paid by credit card, corresponding to the amount actually paid in euros, as evidenced by the bank statement, a copy of which must also be delivered subsequently.
13. With regard to documented expenses incurred for registration to conferences, events, courses that include food and accommodation expenses, the latter must be shown in the supporting documentation and, for the corresponding meals or overnight stays, further expenses incurred for the same reason cannot be reimbursed. If it is not possible to have detailed documentation relating to the expenses covered by the conference registration, this is replaced by a self-certification signed by the interested party.



14. The payment of the registration fee must be proven by an invoice or receipt issued by the organising body, indicating the name of the participant and the services included in the registration fee. Registration fees are reimbursed upon presentation of documentation certifying the subject's participation in the event (certificate of participation).

Art. 14 - Alteration, forgery, theft and loss of supporting documents

- 1. The alteration or counterfeiting of documents that constitute proof of expenses incurred as part of the economic treatment of “MISSIONI” or equivalent, give rise to disciplinary and criminal consequences for the person responsible.
- 2. In the event of theft or loss of travel tickets, it is possible to obtain a refund in the following ways:

INSTANCE	REIMBURSEMENT AMOUNT	DOCUMENTATION
Rail or sea transport ticket (lost/stolen)	Ticket price	Copy of the report of loss or theft filed with the police authorities.
Airline ticket (lost/stolen)	Ticket price	Certified copy of the flight ticket stub issued by the airline; Copy of the report of loss or theft submitted to the police authorities.

- 3. For all other expense documents, in case of loss or theft, no refund is allowed.
- 4. In any case, the reimbursement of meals and taxi, in case of loss of receipts, cannot be paid by resorting to self-certification as they cannot be verified.

Art. 15 - “MISSIONI” not carried out

- 1. In the case of “MISSIONI” authorised and not carried out for exceptional, unforeseeable reasons and beyond the control of the subject, reimbursement of expenses incurred and not reimbursable by service providers is provided. In other cases, expenses incurred are not reimbursable. Any penalties applied by service providers are also recognised among the reimbursable expenses.
- 2. As exceptional reasons, unforeseeable and independent of the will of the subject, the following are understood, by way of example:
 - a) illness of the subject documented by a 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, breakdowns and delays which prevent transport or defeat the purpose of the “MISSIONI”, duly documented;
 - e) unexpected cancellation of the event justifying the “MISSIONI”, duly documented;
 - f) work-related reasons, provided that they are exceptional, demonstrable, unforeseeable and independent of the individual’s will.

CHAPTER III – REPRESENTATION EXPENSES



Art. 16- Definitions

1. REPRESENTATION activities mean all activities intended to maintain and increase the institutional prestige of Unicam on the occasion of official relations, and, more generally, on the occasion of contacts with subjects and personalities from the cultural, scientific, institutional and economic world and in relations with public bodies and private ones carried out by governance. Without prejudice to the limits set by the legislation in force on this type of expenditure, limited to the provisions of this article, "Governance" means exclusively:

- the Rector
- the General Director
- the Vice Rectors
- the Directors of the University Schools when they officially represent the University

2. The following are eligible as Representation expenses:

- a) expenses for awards of reasonable value – books, medals, flowers and the like – or for the purchase of typical or characteristic products of the local economy, always of reasonable value, intended for authorities and personalities visiting Unicam, or who meet delegations from Unicam;
- b) expenses for the dissemination of Unicam's image during initiatives of particular importance for Unicam's prestige;
- c) expenses incurred on the occasion of funerals of important figures from the scientific, cultural, economic, and institutional worlds of Unicam, with the authorisation of the General Director or the Rector;
- d) expenses arising from minor hospitality duties – coffee, drinks – and expenses relating to business lunches, refreshments and dinners with authorities and personalities visiting Unicam or meeting Unicam delegations, relating to the guests and Unicam staff involved;
- e) business lunches or small hospitality expenses, including those relating to one's own staff, on the occasion of meetings or prolonged encounters with external subjects with whom one intends to activate or implement collaborations.

For the expenses listed above in letters d) and e), the request for "MISSIONI" of the relevant order form, to be sent with sufficient advance notice to the relevant administrative offices, must mandatorily state the following:

- the subject of the meeting with the poster, where applicable;
- the names and roles of the expected participants;
- the estimate issued by the economic operator;
- the authorisation by the Rector to use the specific budget fund.

Any exceptions relating to the late submission of the request (after the event for example), due exclusively to unforeseeable events, must be authorised by the General Director. The authorisation must be attached to the above request.

3. The following are treated as Representation expenses:

- a) expenses incurred during funerals for University staff with the authorisation of the General Director or the Rector;
- b) medals or similar symbolic objects conferred to retired staff.

4. The expenses referred to in this article may be charged to funds from institutional activities financed by third parties or from activities on behalf of third parties and, on a residual basis, and, within the limits established by law, to funds not otherwise allocated in the Budget.



5. Other internal subjects of the university who act on its behalf as provided for in this article may arrange expenses that fall within the typology indicated above upon specific motivated request authorised by one of the governance subjects.

Art. 17- Administrative management

1. In the case of business breakfasts or dinners or other forms of hospitality directed at individuals, the prepared forms must report the purpose of the meeting, the names and roles of the expected participants.

2. Without prejudice to the necessary authorisation, if the expenses are personally advanced by the person making the purchase, the documented expenses will be reimbursed within the limits of what is authorised; any exceptions due to unforeseeable events may be authorized by order of the Responsibility Centre Manager, according to the established procedure.

3. For expenses relating to the purchase of medals and other symbolic objects, typical products of the local economy and comfort items intended for small-scale hospitality, preventive and cumulative purchases can be made, in relation to specific needs, with the keeping of a specific register of loading and unloading of goods duly endorsed by the General Director.

CHAPTER IV – SEMINAR AND EVENT EXPENSES

Art. 18 General principles

1. Initiatives that may involve expenses for the purchase of goods and services or expense reimbursements are, by way of example and not limited to, the following: Conventions, Seminars, Conferences, Workshops, and similar.

2. The expenses referred to in this article refer, by way of example, to reimbursements of expenses and/or fees for Speakers, rental and set-up costs of premises, services of various kinds related to the event, printing of informative material, business lunches, catering or restaurant services, small comfort items, purchase of gifts of modest value intended for participants, other related representation expenses, as per CHAPTER III.

3. In any case, such expenses must be based on criteria of sobriety, decorum and economy and must be appropriate to the characteristics and importance of the event in relation to which they are incurred, also with reference to the scientific and cultural significance of the guests attending. With reference to each service or asset acquired, the Responsibility Centre Manager, during the expenditure authorisation phase, also ascertains that the use of external resources is motivated by the impossibility or inappropriateness, with reference to the characteristics of the individual events, of making use of facilities and resources already available to Unicam.

4. In the event of use of the catering service, the subjects entitled are those actively involved in the event; with regard to Conventions, Seminars, Conferences, Workshops and similar other types of events referred to in this CHAPTER, in the event of use of the catering service, the maximum number of cover charges that can be authorised for reimbursement is equal to $n+2$, where n is the number of Speakers (discussants) who will hold a presentation during the event. The maximum reimbursement limit is €40.00 per cover charge.

5. By “actively involved subjects” not only the speakers are understood, but also all the subjects who participate in the organisation of the event, expressly authorised by the fund manager. Also included are participants who pay a registration/participation fee and non-speaker subjects invited by the organisers as experts in the field. The 2 additional cover charges must in any case be included for the subjects who, according to art.3 of said Regulations, are entitled to “MISSIONI” reimbursement.

6. For the above expenses, the request for the issuing of the relevant order form, to be sent with sufficient advance notice to the relevant administrative offices, must mandatorily include:



- the subject of the meeting with the poster, where applicable;
- the names and roles of the expected participants;
- the estimate issued by the economic operator;
- the authorisation by the Rector to use the specific budget fund.

Any exceptions relating to the late submission of the request (after the event for example), due exclusively to unforeseeable events, must be authorised by the General Director. The authorisation must be attached to the above request.

Requests for expenses that present exceptions relating to the number of seats or the maximum spending limit per seat must be authorised, under penalty of non-administration of the request, by the General Director before the event. The authorisation must be attached to the above request.

7. Without prejudice to the necessary authorisation, if the expenses are personally advanced by the subject making the purchase, the documented expenses will be reimbursed within the limits of what was authorised; any exceptions due to unforeseeable events may be authorised by further provision of the Responsibility Centre Manager according to the established procedure.

CHAPTER V – EIMBURSEMENT OF EXPENSES FOR CARRYING OUT TEACHING ACTIVITIES IN ASSOCIATED LOCATIONS (BoD 520/2008 598/2017)

Art. 19 Carrying out teaching activities in the associated locations of Ascoli Piceno and San Benedetto del Tronto

1. Teaching and research staff who travel to associated locations to carry out teaching activities are granted a reimbursement for each single trip with a flat rate, as an award of recognition for the inconveniences caused by the mobility of teachers/researchers to and from associated locations.

2. The allocation to the departments of the funds necessary for the reimbursement of travel costs of teachers/researchers who travel to carry out teaching activities, going to connected locations, must be defined through a flat-rate calculation, based on the number of trips planned for each teacher of the same department, a forecast that will be deduced from the lesson timetable.

3. The flat rate calculation of the reimbursement for each single trip, both as reimbursement for the use of one's own vehicle and as an internal reimbursement for the use of the company vehicle, is as follows:

Staff	Route	km	Reimbursement
Teachers and researchers	Camerino – Ascoli Piceno and vice versa	Round trip 280 km	€ 56.00
	Camerino – San Benedetto del Tronto and vice versa	Round trip 218 km	€ 44.00

4. The flat rate covers travel and food expenses; accommodation expenses that may be necessary in certain situations will be paid directly by the relevant University department.

5. The use of a company vehicle does not give rise to any reimbursement to the teacher/researcher: the department that provides the vehicle will be reimbursed with the same parameters as above.

6. No reimbursement will be due to teachers/researchers whose recruitment was carried out with specific reference to the needs of the associated locations.



7. The request for authorisation and reimbursement relating to teaching activities must be submitted by the teacher/researcher only through the online procedure, using the specific tool provided on the university portal.
8. Each teacher is recognised a maximum reimbursement equal to the frequency of travel according to the timetable of their lessons with the addition of 20 additional potential presences estimated as follows: 12 exam sessions and 8 graduation sessions. Within the maximum limit of these values, “MISSIONI” will be automatically paid by the reference offices.
9. The reimbursement for teaching activities will be paid at the end of the activities of the semester or academic year in question with the support of the teaching managers who will have to provide the attendance for lessons at the beginning of the semester and the attendance at the joint “MISSIONI” activities for the exam final exam purposes.
10. In cases where the personal limit is exceeded, the request must be motivated and authorised in advance for payment by the Director of the reference department. The excess cost will be charged to the budget of the department.

CHAPTER VI - TRANSITIONAL AND FINAL PROVISIONS

Art. 20 Transitional provisions

1. These Regulations apply after 15 days from their publication.
2. Any other regulation or provision in conflict with the provisions of these Regulations shall be deemed to be repealed.
3. The General Management may issue detailed provisions or clarifications with reference to the provisions of these Regulations.
4. For the purpose of better application of the rules contained in these Regulations, the General Management will prepare specific guidelines aimed at simplifying the understanding of the procedures.
5. For any matters not covered by these Regulations, reference is made to the legislative, regulatory and contractual provisions that govern the matter insofar as they are compatible and to the ANAC [Italian National Anti-Corruption Authority] guidelines on the matter.
6. The Board of Directors may decide to update the maximum amounts indicated in these Regulations, taking into account the variations in the cost of living based on ISTAT [Italian National Institute of Statistics] indices, other indicators and specific regulations on the matter.



ATTACHMENTS:

TABLE A

REIMBURSABLE EXPENSE LIMITS IN ITALY

Staff	Accommodation per night (Italy)		Meals per day (Italy)	Rail transport		Flight class	Sea transport, Bus, Tram
ALL CLASSES	€200.00	all non- luxury categories	€40.00 per meal within the limits set by the Regulations	1 ST class	<i>Frecciarossa</i> or similar, STANDARD BASE	“Closed” Economy	All classes

-
1. The assignment order may include further limitations on reimbursement or the use of University facilities (canteen, guesthouse). The requestor’s status prevails (the rule also applies analogously to external subjects).
 2. Business Class is allowed only for transcontinental flights lasting more than 5 hours and only for institutional governance flights. If an employee uses business class, the equivalent value of economy class previously agreed with the administration will be reimbursed.

TABLE B

Table B pursuant to Ministerial Decree of 23 March 2011						
	Class I personnel (Full and Associate Professors. Researchers General Director and Managers)			Class II personnel (all the remaining personnel)		
COUNTRY	MEALS	Accommodation (1 st category – non-luxury)	Alternative remuneration policy	MEALS	Accommodation (2 nd category)	Alternative remuneration policy
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
Bahamas	€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	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
Bolivia	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
Bosnia and 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	€70.00	€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
Cambogia	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
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
Cabo 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



People's Republic of China	€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
Comorans	€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

	Class I personnel (Full and Associate Professors. Researchers General Director and Managers)			Class II personnel (all the remaining personnel)		
COUNTRY	MEALS	Accommodation (1 st category – non-luxury)	Alternative remuneration policy	MEALS	Accommodation (2 nd category)	Alternative remuneration policy
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
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
United Kingdom	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
United Kingdom - 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
Irland	€60.00	€170.00	€120.00	€40.00	€115.00	€120.00
Island	€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
Kuwait	€80.00	€226.67	€130.00	€65.00	€186.88	€130.00

	Class I personnel (Full and Associate Professors. Researchers General Director and Managers)			Class II personnel (all the remaining personnel)		
COUNTRY	MEALS	Accommodation (1 st category – non-luxury)	Alternative remuneration policy	MEALS	Accommodation (2 nd category)	Alternative remuneration policy
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
Luxemburg	€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
Mauritius	€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
Namibia	€60.00	€170.00	€120.00	€40.00	€115.00	€120.00
Nauru	€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
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 Nuova 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
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	Class I personnel (Full and Associate Professors. Researchers General Director and Managers)			Class II personnel (all the remaining personnel)		
COUNTRY	MEALS	Accommodation (1 st category – non-luxury)	Alternative remuneration policy	MEALS	Accommodation (2 nd category)	Alternative remuneration policy
Dominican Republic	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
South African Republic	€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
Ruanda	€60.00	€170.00	€120.00	€40.00	€115.00	€120.00
Russia – Russian Feder.	€60.00	€170.00	€120.00	€40.00	€115.00	€120.00
Russia – Russian Feder. Moscow	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
Saint Vincent and the Grenadines	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
Salomone	€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 Tome and Principe	€70.00	€198.33	€125.00	€60.00	€172.50	€120.00
Seychelles	€60.00	€170.00	€120.00	€40.00	€115.00	€120.00
Senegal	€70.00	€198.33	€125.00	€60.00	€172.50	€120.00
Serbia & 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	€120.00
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
United States - New York and Washington	€85.00	€240.83	€140.00	€70.00	€201.25	€120.00
Unites States	€80.00	€226.67	€130.00	€65.00	€186.88	€120.00
Sudan	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
Suriname	€70.00	€198.33	€125.00	€60.00	€172.50	€120.00
Sweden	€60.00	€170.00	€120.00	€45.00	€129.38	€120.00
Switzerland	€95.00	€269.17	€155.00	€75.00	€215.63	€120.00
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	€120.00
Tonga	€60.00	€170.00	€120.00	€40.00	€115.00	€120.00
Trinidad & Tobago	€70.00	€198.33	€125.00	€60.00	€172.50	€120.00
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
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

Class I personnel (Full and Associate Professors. Researchers General Director and Managers)			Class II personnel (all the remaining personnel)			
COUNTRY	MEALS	Accommodation (1 st category – non-luxury)	COUNTRY	MEALS	Accommodation (2 nd category)	Alternative remuneration policy
Uzbekistan	€60.00	€170.00		€40.00	€115.00	
Vanuatu	€60.00	€170.00		€40.00	€115.00	
Viet Nam	€70.00	€198.33		€60.00	€172.50	
Yemen	€80.00	€226.67		€65.00	€186.88	
Zambia	€60.00	€170.00		€40.00	€115.00	
Zimbabwe	€60.00	€170.00		€40.00	€115.00	
Uruguay	€60.00	€170.00		€40.00	€115.00	€