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REGULATIONS FOR WORK MISSIONS, WORK RELATED TRAVEL, AND EXPENSE REIMBURSEMENT

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Premise

1. In accordance with the University Regulation for Administration, Finance and Accounting, this Regulation governs the procedures for the assignment and financial treatment of work missions.

Article 1

Definitions

1. For the purposes of these Regulations, "work mission" refers to carrying out an institutional activity in the interests of the University by personnel with permanent or fixed-term employment contracts, outside the municipality of the ordinary workplace and immediately neighbouring municipalities, both within the national territory and abroad.
2. For the purposes of these Regulations, "work related travel" refers to work or training activities conducted in the interests of the Università Politecnica delle Marche, either within the national territory or abroad, outside the established location and carried out by persons other than those mentioned in paragraph 1 of this article with a formalised contract with the Università Politecnica delle Marche.
3. The term "expense reimbursement" refers to the compensation, within the limits and according to the rules established by these Regulations, of the expenses incurred to carry out the work mission or work related travel.

Article 2

Scope of Application

1. A work mission can be carried out by personnel with permanent or temporary employment contracts, including temporary employees of the Agricultural Enterprise.
2. Work related travel can be carried out by:
 - a) those with employment contracts with other universities, including foreign ones, other administrations, public or private organisations and companies;
 - b) PhD students, holders of scholarships, research contracts and research grants, medical and non-medical specialists;
 - c) external collaborators;
 - d) any individuals included in research programs, mobility schemes, and projects funded by external organisations;
 - e) any individual, including students, formally appointed to carry out an activity in the interests of the Università Politecnica delle Marche.
3. These Regulations also apply to teaching staff on paid or unpaid leave, sabbatical, or in an inactive status who, pursuant to current national legislation and the University's internal regulations, can access or use research funds provided that the work missions relate to the same research and the location where the work mission takes place is different from where they carry out their duties.
4. Travel companions of individuals with disabilities are entitled to the same reimbursement of expenses as that granted to the person assigned to the work mission or work related travel. The supporting documents for the travel companions must be in their name.
5. With reference to the categories of personnel who can claim reimbursement of expenses for the use of a personal vehicle, please refer to the national legislation and subsequent amendments and additions.

Article 3

Work Mission Authorisation

1. Internal University staff must obtain prior authorisation to carry out the work mission, according to the procedure in force at the time of the request.
2. Authorisation for work missions is granted beforehand, subject to verification of expense coverage, subject to a request from the interested party.
3. Authorisation for work missions is the responsibility of the Organisation Managers, who are identified by a specific act of the Director General.

4. Work missions completed by: the Chancellor, Director General, Vice Chancellor, Head of Departments and Centres, and Deans are not subject to authorisation. Their obligation to complete and sign the forms related to authorisation and to verify financial coverage remains confirmed.
5. Requests and the corresponding authorisation must contain the necessary elements to identify the individual, workplace, residence or, if different, habitual domicile, object, duration, place, means of transport, and the funds to be used for reimbursement, as well as the elements for insurance coverage.
6. For expense reimbursements from earmarked funds related to research activities, authorisation must also be endorsed by the person responsible for those funds.
7. Authorisation for the work mission must be requested in advance, at least 2 days before the start of the work mission.

Article 4

Work Related Travel Assignment

1. Staff who have a formalised contract with the Università Politecnica delle Marche other than that of an employee may be assigned to carry out their work, subject to the same contract, in a location other than that agreed upon.
2. The reimbursement of expenses must be explicitly stipulated in the document that formalises the relationship with the Università Politecnica delle Marche.
3. The work related travel assignment must be authorised in advance following verification of expense coverage, according to the procedure in force at the time the request is made.
4. The work related travel assignment is granted by the head of the organisational unit where the individual carries out their activities and by the contractual representative. For expense reimbursements from earmarked funds, the assignment must also be signed by the person responsible for those funds.
5. The work related travel assignment must include all the elements provided for in paragraph 5 of Article 3 of these Regulations, if compatible.
6. The reimbursement of expenses established in these Regulations is subject to specific tax regulations by virtue of the relationship between the recipient and the Università Politecnica delle Marche, in accordance with the laws in force at any given time.

Article 5

Expense Allocation

1. Expenses for work missions/work related travel are charged to the available funds and to the financing allocated for the execution and implementation of activities, research programmes, contracts and services on behalf of third parties, as well as the operating funds assigned to the faculties/departments. The purpose for which the work mission is carried out must be relevant to the potential allocation of the funds used.
2. Reimbursements related to work missions/work related travel can be charged to multiple funds, provided that it is always possible to verify the compatibility between the purpose of the work mission/work related travel and the allocation of each fund. If not immediately detectable, the compatibility must be certified by the fund manager in charge.

Article 6

Duration of Work Mission and Work Related Travel for Recognition of Expenses

1. For the purpose of calculating the expenses for work missions or work related travel, the time between the departure from the municipality where the workplace is located and the return to the same location is considered. Departure from or arrival at the place of residence/habitual abode is only allowed if it is closer to the place of the work mission or work related travel and, in any case, when it is more economically advantageous for the Università Politecnica delle Marche. In the case of work related travel, if it is not possible to establish a location, for the purposes of duration, it is generally assumed to commence from the individual's residence or habitual abode, if they do not coincide.
2. As a rule, the individual is required to return on the same day if the destination of the work mission or work related travel is no more than 100 km away. When it is not possible to depart and/or return on the same day due to distance, transportation schedules, or the schedule of the activities to be carried out, the work mission or work related travel can be authorised provided that it starts no earlier than the day before the activities begin and ends no later than the day after they conclude.
3. Exceptionally, subject to a justified request, only the travel expenses incurred for the round trip outside the time frame indicated in paragraph 2 may be reimbursed.
4. The period of time valid for insurance coverage and reimbursement of meals and accommodation expenses is calculated according to the criteria set out in paragraph 1 of this Article.
5. For an ongoing work mission in the same location within the national territory, expense reimbursements cannot be provided for more than 240 days. This limit is reduced to 180 days for work missions carried out abroad.
6. When the duration of the work mission exceeds 30 days, authorisation of the Head of Centre for professors and researchers is subject to the opinion of their respective Department Council
7. In the event of a foreign work mission exceeding 30 days conducted by technical staff or a foreign mission conducted by administrative staff, authorisation must be granted by the Director General.

Article 7

Documentation for expense reimbursement

1. The reimbursement of expenses must be expressly requested by the interested party by completing the appropriate forms duly signed, in relation to the procedure indicated in the preceding articles.
2. For organisational purposes and in compliance with accounting principles, the request for reimbursement of work mission expenses incurred must be submitted within six months from the completion of the work mission and in any case no later than two months from the close of the financial year.
3. Reimbursement of expenses is processed upon submission of the original documents, unaltered and clearly indicating the types of expenses and the reference to the person entitled to the reimbursement. Commercial documents not indicating the name of the person who incurred the expense are also allowed, provided that the expense was incurred at the locations and during the time of the work mission or work related travel. In the case of a single receipt for multiple individuals, the portion for which a refund is requested must be specified; if not, the total amount is divided among the number of people.
4. In the event of loss or theft of travel tickets, a report to the Public Security Authority is accepted in place of the originals for the purpose of reimbursement.

Article 8
Article 8 - Reimbursable Expenses

1. Documented work mission and work related travel expenses related to the following are reimbursable:
 - travel and transport;
 - meals;
 - accommodation.

2. The following additional expenses, directly related to the execution of the work mission or work related travel and qualifying as travel, meal, and accommodation expenses, are fully reimbursable upon presentation of valid receipts:
 - a) expenses for consular visas;
 - b) tourist taxes
 - c) costs for obligatory vaccinations
 - d) compulsory health insurance covering medical, pharmaceutical, and hospital expenses in non-EU countries.

3. The following expenses are reimbursable up to a total daily limit of €15.00 for Italy and €25.00 for abroad:
 - a) expenses for recommended vaccinations and pharmaceutical expenses for prophylaxis;
 - b) expenses, when included in the expenditure document;
 - c) luggage storage;
 - d) parking (including hotel garage);
 - e) Internet connection;
 - f) postal expenses;
 - g) bank charges;
 - h) currency exchange expenses.

4. Expenses for photocopies, prints, posters, handouts, and brochures are refundable if documented and incurred exclusively in the interest of the University, in cases where it was not possible for the competent offices to handle them directly in a timely manner due to necessity and urgency.

5. Registration fees for conventions, conferences and seminars, as well as entrance fees to museums and exhibitions related to the purpose of the work mission or work related travel, are refundable if they are necessary, unplanned, and could not be processed in a timely manner by the competent offices. It is also possible, subject to a request by the interested party, to provide the entire amount in advance.

6. If the location of the work mission or work related travel corresponds to the municipality where the person concerned has their own residence or habitual abode, documented travel and transportation expenses are recognised.

Article 9
Reimbursable spending limits for work missions and work-related travel

1. Work missions must comply with the criteria of efficiency and cost-effectiveness of the Public Administration, within the following daily expenditure limits:

AIR TRAVEL	TRAIN	ACCOMMODATION	MEALS
Economy Class or Business*	First Class or equivalent (excluding business or higher rates, unless economically convenient)	For Italy € 250.00 For abroad € 270.00	€80.00

* see Art. 10 paragraph 13

2. Regarding travel and accommodation expenses, for specific and justified institutional needs and for the university bodies, it is possible to exceed the above-mentioned limits.

3. If the mission is related to a research activity, funded by research funds, or financed by external funds, the aforementioned spending limits may be waived, in accordance with what may be provided in the individual funding lines. Meal expenses must not under any circumstances exceed the maximum daily limit of €100.00, while accommodation expenses must not exceed the maximum daily limits of €300.00 for Italy and €350.00 for abroad.

Article 10

Travel and Transport Expenses

1. Travel expenses are those incurred for the necessary travel to reach the location of the work mission or work related travel and for the return journey.
2. To determine the reimbursement of travel expenses, the departure and return point is considered to be the municipality where the workplace is located. The place of residence or usual abode can be considered as the point of departure, provided it is closer to the location of the mission or work related travel and does not incur additional costs for the Università Politecnica delle Marche.
3. Personnel sent on work missions or work related travel are required to use regular public transport, including the means of transportation provided by the Università Politecnica delle Marche. Travel expenses include, where applicable, agency fees.
4. The use of extraordinary means, rented vehicles or personal cars, is always subject to prior authorisation and the existence of at least one of the following conditions, which must be explicitly stated and justified:
 - a) ordinary transport strike;
 - b) the location of the work mission or work related travel is not served by regular scheduled services;
 - c) the economic advantage for the Università Politecnica delle Marche, demonstrated by the person concerned through the production of a comparative table that takes into account all expenses, clearly showing the cost-effectiveness of using such a means of transport;
 - d) the existence of a particular service requirement or the need to quickly reach the location or return to the workplace as soon as possible for institutional reasons;
 - e) the transportation of delicate and/or bulky materials or instruments essential for carrying out the activity that is the subject of the work mission or work related travel;
 - f) incompatibility of the schedule of ordinary means with the needs of the activity to be carried out off-site.The authorisation to use a taxi must always be granted in advance, except in cases where there is an unforeseen and extraordinary reason, which must be declared afterwards.
5. For authorised use of personal vehicles by non-contracted staff, a mileage reimbursement is due, equivalent to one fifth of the weekly average price of a litre of unleaded petrol as derived from the Ministry of Environment and Energy Security website, along with any applicable motorway tolls. The expense for the motorway toll is reimbursed upon presentation of the relevant supporting document. The contracted staff member is entitled to the equivalent cost of round-trip tickets for the most economically convenient standard means of transport during the work mission's time frame.
6. Transport expenses are those incurred for travel within the urban area where the work mission or work related travel is carried out, as well as for reaching stations, airports, and ports.
7. At the location of the work mission or work related travel and within the municipal territory of the service headquarters, the use of regular public transport is required. The refund of the ticket cost is allowed. Refundable items include: prepaid ticket booklets, daily or multiple tickets when the individual demonstrates economic advantage for the Università Politecnica delle Marche.
8. From the workplace, the use of taxis or rental vehicles is permitted for return journeys to/from airports, stations, and ports exclusively in the following cases:
 - a) ordinary transport strike;
 - b) the transportation of delicate and/or bulky materials or instruments essential for carrying out the activity that is the subject of the work mission or work related travel;

- c) use during the time period from 9:00 p.m. to 7:00 a.m.;
- d) a duly certified difficulty in walking;
- e) incompatibility of ordinary transport schedules with service requirements.

The reimbursement of expenses for the use of ordinary and extraordinary means of transport to reach the municipality of the workplace location is excluded.

9. For travel within the urban area where the work mission and work related travel take place, it is possible to resort to extraordinary means, taxis, or rental vehicles, including shared ones, provided they are documented, in the cases provided for in paragraph 8 of this Article, and also for safety reasons in foreign countries where the situation is notoriously risky.
10. The reimbursement of taxi or rental car expenses is allowed upon submission of appropriate documentation.
11. Employees who are on holiday and are called back to work are entitled to work mission allowances for travel to and from the location where they are taking their leave.
12. To cover the risks associated with air travel for both domestic and international flights, personnel on work missions may take out an insurance policy for cases of death or permanent disability during the journey period, with the right to reimbursement of the premium paid, up to a maximum of 10 times the gross annual salary, pursuant to Article 13 of Law No. 836/1973 and Article 10 of Law No. 417/78. Appropriate documentation proving that the subscribed policy complies with the above-mentioned conditions must be attached to all refund requests. Costs incurred for undocumented policies or those with characteristics differing from those prescribed are not reimbursed.
13. For air travel, "business" class or equivalent can only be authorised if it is necessary to reach the destination with a transcontinental flight lasting more than 5 hours.
14. In line with the principles of cost-effectiveness, it is compulsory to purchase "fixed date" tickets. "Open" tickets are not reimbursable unless it can be demonstrated with suitable documents that the cost is not higher than that of the corresponding fixed date ticket for the same route, date, and airline, or in exceptional cases, adequately justified by the same employee and explicitly authorised. With reference to work missions of the Chancellor, the Deputy Chancellor, the General Director, and the Directors of the faculty/department, tickets that allow for a change in travel time may be purchased in the event of a change in the mission schedule.

Article 11 **Meal Expenses**

1. Meals can only be reimbursed if consumed at the location of the work mission or work related travel, or during the journey to and from.
2. For missions and trips lasting between 4 and 12 hours, the maximum allowance for meal reimbursement is halved. For missions and trips lasting less than 4 hours, only travel and transportation expenses are reimbursed.
3. The reimbursement of meal expenses, including light meals, is subject to the submission of the original appropriate fiscal documentation.
4. In countries where the issued documentation does not contain the information referred to in paragraph 3 of this article, the individual must provide a specific declaration stating this circumstance and that the receipts pertain to eligible expenses as per this Regulation and were actually incurred.

Article 12
Accommodation Expenses

1. Accommodation expenses are reimbursed upon presentation of the original or digital invoice/tax receipt for overnight stays in Italy, and equivalent documentation in the case of overnight stays abroad.
2. Accommodation expenses may also include half board or full board, which must be specified in the receipt and fall within the limits set by Article 8 of this Regulation. In cases where the cost of breakfast is not included in the accommodation, reimbursement is allowed, contributing towards the limit set for the reimbursement of meal expenses. Reimbursement for a double room used as a single is allowed.
3. The reimbursement of accommodation expenses in a residence or apartment is permitted if it is economically more advantageous than the average cost of hotels in the same location, which must be demonstrated in advance at the time of authorisation. Reimbursement is made upon presentation of a receipted invoice proving payment has been made.

Article 13
Work missions and work related travel abroad

1. For overseas work missions and work related travel, the individual must choose either the documented reimbursement or the alternative arrangement at the time of authorisation.
2. In the event of a documented refund, in addition to travel expenses, hotel and meal expenses are reimbursed as provided for in Art. 9. The reimbursement of expenses for urban transport or for the use of taxis for round trips to airports, stations, and ports, to reach the locations where activities take place, is permitted.
3. In the case of an alternative arrangement, in addition to travel expenses, a flat-rate of €70.00 per day is reimbursed for accommodation and meal expenses.
4. The alternative arrangement can be authorised for work missions and work related travel exceeding one day, including travel time, and is recognised for every full period of twenty-four hours. No amount is due for a duration of less than twelve hours; for periods exceeding twelve continuous hours, a sum equal to half of €70.00 is paid.
5. If opting for the alternative arrangement, no reimbursement is provided for the use of urban public transport or taxis.
6. The fixed refund rate is not applicable if accommodation is provided by the Università Politecnica delle Marche, EU institutions, or foreign states. In such cases, reimbursement of travel, transport and meal expenses is due, as established in paragraph 2 of this Article.
7. For the reimbursement of expenses paid in foreign currency, the official exchange rate of the day on which the expense was incurred shall apply.

Article 14
Advance Payment of Expenses

1. The advance payment of expenses is granted upon request of the person concerned.
2. The advance payment of expenses is permitted for staff with an employment contract and for the individuals referred to in Article 2, paragraph 2 of this Regulation, for whom a remuneration of the activity is envisaged that allows the possible recovery of the sums paid in advance.
3. Advance payment is available for missions and trips exceeding 24 hours and for expenses not less than €100.00.

4. The request for an advance payment of expenses must be submitted at least 10 working days before the start date of the work mission or work related travel, except in duly justified exceptional and urgent cases.
5. The advance payment is quantified at 75% of the estimated expenses.
6. Once the work mission or work related travel has been completed, those who request and receive the advance payment must submit the complete documentation as soon as possible and in any case no later than 30 days from the date of return. Upon expiry of this term, the advance payment will have to be given back.
7. Those who, having received advance payment, are unable to undertake the work mission or work related travel must return the sums received within 10 days from the date on which the work mission or work related travel was due to commence. Upon expiry of this term, the advance payment will be recovered.
8. If the advance payment sum exceeds the actual expenses, the individual must return the difference within 30 days of the settlement for the work mission or work related travel. Upon expiry of this term, the difference will have to be given back.
9. It is prohibited to grant further advances to those who have not complied with the provisions referred to in paragraphs 6, 7, 8 of this Article and as long as the debt situation with the Università Politecnica delle Marche persists.

Article 15

Work Missions and Work Related Travel which are not carried out or interrupted

1. If work missions and work related travel are not actually carried out due to serious and documented reasons, the individual concerned must promptly take all necessary actions to obtain the reimbursement of expenses. If a refund is not possible or is less than the actual amount spent, the individual is entitled to reimbursement from the University for documented expenses and any applicable penalties. The impossibility of obtaining a refund must be expressly declared. The reimbursement is authorised by the same person in charge who authorised the work mission or work related travel.
2. For work missions which are not carried out or interrupted for work reasons, the rules referred to in paragraph 1 of this Article shall apply. Work reasons must be certified by the person in charge.

Article 16

Agreements

1. The University may enter into agreements with agencies, hotel or catering companies, or transport management companies in order to obtain more favourable conditions for the services offered. In such a case, when the assignment is given, the person concerned must use the services of the affiliated companies, except when this is either clearly incompatible with the execution of the mission or not cost-effective.

Article 17

Final provisions

1. These regulations shall enter into force on 1st March 2023.
2. For matters not covered by these Regulations, the current applicable rules for civil servants shall apply, insofar as they are compatible.
3. Should the mission or work related travel be carried out as part of research projects, international mobility, or activities funded by third parties that have specific provisions for expense

reimbursements, these latter provisions apply, without prejudice to Italian regulations regarding contributions and taxes.

4. From the date of entry into force of this Regulation, the Internal Regulation on work missions approved by DR 466 of 14 March 2011 is repealed.