**CLAIM FOR REIMBURSEMENT OF TRAVEL AND ACCOMMODATION EXPENSES IN CONNECTION TO STUDY CONGRESSES, CONFERENCES, TRAINING SEMINARS**

Venue: University of Macerata (Dept. of Economics and Law)

Within the context of the event Masterclass MSCA Postdoctoral Fellowships 2025 at the University of Macerata (training sessions of 9-13/06/2025)

**Personal Details**

I, the undersigned,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In service at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Institution/Administration Structure)

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_ Town \_\_\_\_\_\_\_\_\_\_\_\_

Province \_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLY**

For the reimbursement of expenses incurred during the stay in Macerata, as stated in the article 3 of the Announcement for expressions of interest.

I enclose evidence of expenses (e.g. invoices) and related evidence of traceable payment (e.g. bank transfer, credit card, and other types of electronic payment):

|  |  |  |  |
| --- | --- | --- | --- |
| **N°** | **Date** | **Type of expense (travel/accommodation)** | **Amount and currency**  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

**Other Details**

**Method of Payment(\*)**

Bank Transfer

Bank Account - IBAN:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAT. ID. | CIN E | CIN | ABI | CAB | ACCOUNT No. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| SWIFT BIC Code |  |  |

Account holder name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank institution name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant**

*(Place, Date)*

In accordance with the Italian Law and regulations I undersigned authorize the University of Macerata to process my personal data in compliance with the EU General Data Protection Regulation (GDPR, 27.04.2016 no. 679, <https://www.unimc.it/en/privacy-policy>) for the sole purpose of dealing with this declaration, as well as for statistical purposes; I am entitled to check, amend and cancel such data.

I acknowledge that if I am entitled to reimbursement of expenses and proof reading, in case the reimbursement exceeds globally € 1.000,00, it will be subject to publication on the institutional website of the University, section "transparent administration". In accordance with the Italian Law and regulations, pursuant to Italian Legislative Decree 33/2013, artt. 26-17, the following data will be published, as they are subject to mandatory publication: name of the beneficiary, amount of the contribution paid, rule or title underlying the attribution, office and person in charge of the related administrative procedure, method followed for the selection of the beneficiary, curriculum vitae of the beneficiary (personal data will be obscured or deleted).

**ATTACH DOCUMENTS TO THIS APPLICATION FORM FOR REIMBURSEMENT**

* Original invoices, receipts, travel tickets (outward and return boarding card in case of journey by air, airplane tickets, train, coach, motorway toll, etc.), including traceable payment receipts (e.g. bank transfer, credit card, and other types of electronic payment);
* A copy of valid Identification Document of yourself;
* First draft of the proposal (by using the template foreseen by the EU Commission for the call for proposal MSCA postdoctoral fellowships - year 2025 – Part B1 - maximum 10 pages).

Please return application and attachments to: **ricerca.internazionale@unimc.it**