

**REGULATIONS GOVERNING THE METHODS OF CONFERRAL AND  
ECONOMIC TREATMENT OF EXTERNAL ASSIGNMENTS**  
(Rector's Decree no. 204 of 9.6.2014)

**Article 1**  
**General principles**

1. These regulations govern the procedures for the conferment and remuneration of external assignments of the University bodies, employees and non-employee staff, as set out in Article 3 below.
2. An external assignment is understood to be the performance of work outside the normal place of employment, either domestically or abroad. The purposes of the assignment must be consistent with the University's purposes and the related expenditure must be charged to the relevant sections of the budget.
3. The treatment for external assignments entitles one to the reimbursement of travel, board and lodging expenses and anything else envisaged in these regulations, subject to the proper completion and signing of the relevant forms. Such treatment is not due for external assignments carried out in the town where one lives.
4. For assignments abroad, the provisions set forth in the Decree of 23 March 2011 of the Ministry of Foreign Affairs apply, subject to compliance – in the case of the option for the lump-sum reimbursement scheme governed therein – with any limits on available appropriations.

**Article 2**  
**Assignment and authorisation**

1. The assignment and the authorisation to carry out the external assignment must result from a written document registered prior to the date of commencement of such assignment, subject to verification of its consistency with the institutional aims of the University and of the necessary financial coverage. In the event of a negative outcome of such verification, the competent body shall inform the person concerned that authorisation is not possible.
2. Assignments undertaken by the Rector, the Deputy Rector, the Department Directors and the Director General are not subject to authorisation, although the relevant assignment must be signed.
3. Authorisation to carry out the assignment is granted by the following entities:
  - a) the Rector for the assignments of their delegates;
  - b) Department Directors for the assignments of professors and researchers belonging to the department;
  - c) the Director General for assignments of executives and EP category staff;
  - d) EP category heads of administrative, service and departmental organisations for the assignments of staff in their respective organisations.
4. The authorisations referred to in the preceding paragraph may be issued by a different entity in the cases governed by Article 3 below.
5. The carrying out of an assignment must be preceded by a written request addressed to the competent entity, in accordance with the provisions of paragraph 3 above and Article 3 below. The request for an external assignment must include:
  - a) the first and last name of the applicant and their relationship with the University;
  - b) the destination of the external assignment;
  - c) the place of employment or place of usual residence;
  - d) the day and time of the start of the assignment and the day and time of the end of the assignment, i.e. the expected duration;
  - e) the purpose of the assignment;
  - f) the means of transport used (with appropriate justification when extraordinary means are involved);
  - g) the budget section or fund the expenditure is to be charged to;
  - h) the reference number of the request with a date prior to the start of the assignment.

6. Authorisation for the external assignment is also required when the expenses are to be fully reimbursed by another public administration.

7. For professors and researchers on leave for study or scientific research reasons, recipients of research funds or formally included in a research group, with regard to external assignments directly connected with the research programme and carried out domestically or abroad such persons are entitled to the reimbursement of documented expenses for travel, overnight stays and meals in relation to the category they belong to, within the limits established by these regulations. For this purpose, the place of employment is to be understood as the place where the faculty member is taking leave, to be considered as the place of departure and return for the purposes of reimbursement of travel expenses.

### **Article 3**

#### **Non-employee University staff**

1. The treatment for external assignments is granted both in Italy and abroad to personnel not employed by the University in the following cases:

- a) members of the governing bodies, the Evaluation Committee, the Board of Auditors;
- b) members of selection or competition committees;
- c) staff employed by other universities (including foreign universities) and public administrations who are involved in research programmes, with the expenditure being charged to the relevant funds, subject to receipt of the relevant authorisation;
- d) holders of research grants, scholarships or research fellowships awarded by the University; scholars and research collaborators, if they are part of specifically funded research programmes;
- e) holders of external collaboration contracts that expressly envisage this possibility;
- f) students of bachelor, master, specialisation, PhD and postgraduate programmes run by the University, if they are included in specifically funded research or teaching programmes;
- g) graduate students travelling abroad with a scholarship increase limited to the reimbursement of the travel from the place of employment to the foreign destination and back, the latter becoming the new temporary place of employment; the ordinary travel allowance is paid for the period in question;
- h) teachers of courses, seminars or conferences held, even free of charge, within the framework of formalised relations with the University.

2. For members of the Evaluation Committee and the Board of Auditors, the authorisation for the external assignment is deemed to be given with the convening of the meeting of the body they belong to. When using one's own vehicle as an exception to the general rules, this must be authorised in advance by the Director General.

3. In the case of members of selection and competition boards, the authorisation to undertake the assignment is deemed formalised with the appointment. When using one's own vehicle as an exception to the general rules, this must be authorised in advance by the Rector.

4. For the persons referred to in paragraph 1, letters d), f) and g), the external assignment is authorised by the Director of the relevant department; for the persons referred to in paragraph 1, letter e), the authorisation is granted by the person in charge of the project or work programme.

5. In the case of the persons referred to in paragraph 1, letter h), the external assignment is authorised by the Department Director, or by the Director General if the initiative is not attributable to any department.

### **Article 4**

#### **Allocation of expenditures**

1. Expenditures for external assignments must be charged to the budget section expressly earmarked for this purpose, i.e. to the sections for the execution of research programmes, orders and services performed on behalf of third parties.

2. In the case of University employees called upon to take part in competition committees, any assignment expenses shall be borne by the body announcing the competition.

## **Article 5**

### **Assignment duration and distance to the assignment location**

1. The duration of continuous external assignments to the same location within the country may not exceed two hundred forty days per year. This limit is reduced to one hundred eighty days for assignments abroad.
2. If the external assignment carried out by a professor or researcher exceeds thirty days, the authorisation of the relevant body shall be subject to the prior opinion of the Departmental Board in order to ensure the proper performance of academic activities.
3. If the external assignment undertaken by an employee from the technical-administrative staff exceeds thirty days, authorisation must be granted by the Director General in order to ensure the smooth running of technical-administrative activities.

## **Article 6**

### **Means of transport**

1. The choice of means of transport must meet criteria of efficiency and economy. If staff on assignment have not been authorised to use extraordinary means of transport, then they must use ordinary means.
2. Ordinary means include:
  - a) trains, metros, buses, planes (up to the limit of economy class), ships, collective transport services to and from airports, and other means of public transport;
  - b) the University's service vehicles;
  - c) taxis within the city limits, and with particular regard to
    - travel within the municipal territory of the place where the assignment is to be carried out, only in cases where such a means is necessary to reach the identified location in good time and no other means are available;
    - the travel necessary to reach the place of departure by public transport to arrive at the location of the assignment.
3. Extraordinary means include:
  - a) rental vehicles;
  - b) vehicles owned by or at the disposal of the requesting party (one's own vehicle);
  - c) taxis for travel outside the city;
  - d) any other means of transport not included among the ordinary means of transport, the use of which is not prohibited by the regulations in force.
4. The use of extraordinary means for the performance of external assignments both in Italy and abroad is always subject to prior authorisation, and the subsequent settlement of the related expenses is subject to an assessment of appropriateness, taking into account the following elements, even alternatively:
  - a) cost-effectiveness compared to ordinary means (including by virtue of the use of the means by several persons authorised for the assignment);
  - b) inability to use the ordinary means of transport for reasons of absence of the service, transport time, schedules, need to transport materials or tools, reasons of decorum and personal safety.
5. The use of one's own vehicle for the performance of external assignments by University employees is permitted only as an absolute exception, it being better to use a vehicle owned by the institution or the means of public transport deemed most suitable in the specific case.
6. Personnel on external assignment using their own vehicle, authorised in advance, have insurance cover for damage to their vehicle. For the insurance cover to be activated, the authorisation to use one's own vehicle – accompanied by the relevant declaration stating that the vehicle is duly registered and compliant with traffic laws and releasing the administration from any liability regarding the use of such vehicle – must be sent to the relevant office no later than three days before the start of the external assignment.

## **Article 7**

### **Travel expenses**

1. To calculate the reimbursement of travel expenses, the place of departure is deemed to be the place of employment, or, if more convenient for the administration, the place of habitual residence.

2. In the event of the use of one's own vehicle – authorised in advance – by University employees not subject to a contractual employment relationship, as well as – having regard to the nature of the activity carried out – by persons engaged in the performance of institutional functions relating to verification, inspection and control tasks, or by bodies of the University, the following expenses are reimbursable:

- a) kilometric allowance for the use of one's own vehicle between the place of departure and the place of arrival, equal to 1/5 of the price of a litre of petrol during the period of reference, in accordance with the fuel prices available on the ACI website;
- b) motorway tolls;
- c) parking costs, excluding those incurred at the place of employment, residence or usual abode. Documented parking expenses are reimbursable, tax-free up to the legal limit envisaged (Article 51, paragraph 5, of Italian Presidential Decree no. 917/1986). Any amounts in excess of these limits are deemed as income and are subject to taxation in accordance with tax regulations.

3. The following activities are deemed equivalent to verification, inspection and control activities for the purpose of reimbursement under the preceding paragraph:

- a) inspections and audits, both internal and external;
- b) access to construction sites for inspections, expert opinions, and the testing of works and supplies;
- c) the access of those responsible for safety in the workplace;
- d) participation in audit committees relating to the management of decentralised offices in agreement with third parties;
- e) other activities similar to the above.

4. In the event of the use of one's own vehicle – authorised in advance – by University employees subject to a contract of employment for activities other than those detailed in paragraph 3 above, the following expenses are reimbursable:

- a) compensation equal to the comparatively lower cost of the ticket that the employee would have paid if they had used existing public transport to travel the route of the assignment; this compensation is calculated based on the current regional and national rates for rail and road transport tickets;
- b) parking costs, for which the provisions of paragraph 2, letter c), above apply.

5. If more than one person is authorised to travel for an external assignment in the employee's vehicle, the owner of the vehicle used for the assignment will receive compensation equal to the sum of the tickets corresponding to the number of passengers, calculated in accordance with the provisions of paragraph 4, letter a), above.

6. In the case of the use of hired vehicles, authorised in advance, the following expenses are reimbursable:

- a) rental costs relating to motor vehicles with a power not exceeding 17 taxable horsepower, or 20 if a diesel engine;
- b) insurance costs only if compulsory and binding for the hire;
- c) documented fuel expenses;
- d) motorway tolls;
- e) parking costs, with the exception of those incurred at the place of employment, usual abode or residence. Documented parking expenses are reimbursable, tax-free up to the legal limit envisaged (Article 51, paragraph 5, of Italian Presidential Decree no. 917/1986). Any amounts in excess of these limits are deemed as income and are subject to taxation in accordance with tax regulations;
- f) emergency recovery expenses.

7. Travel expenses are reimbursable for departure and arrival at the place of employment. It is possible to calculate departure from a location other than the place of work where the person is located or arrival at a location other than the place of work that the person must reach only if such calculation is more financially advantageous for the administration.

Otherwise, reimbursement of travel expenses is allowed up to the maximum amount to be incurred in the event of departure and arrival at the place of work.

8. For rail travel, in addition to reimbursement of the ticket, even if purchased online, reimbursement is allowed for any expenses incurred for the use of:

- a) a single compartment in a carriage with beds for personnel with the qualification envisaged in the annexed Table 1;
- b) one bed for staff with the qualifications set out in the annexed Table 1;
- c) supplements and seat reservations.

9. Reimbursement of the cost of tickets is permitted upon presentation of a replacement receipt in which the rail operator, at the request of the person concerned, declares that the ticket was withdrawn for any reason, indicating the date, route and price. If the foreign railway company withdraws the original ticket, it will be the responsibility of the person concerned to submit a substitute declaration stating the price, date and route; a similar procedure must be followed for travel abroad using other public means.

10. For trips made using vehicles provided by the administration, there is no mileage allowance, while reimbursement of parking costs and any motorway tolls is allowed if the car is not equipped with a Telepass system. These vehicles may also be entrusted to personnel who do not have the status of professional driver, but are nevertheless employed by the University, with its consent.

11. Reimbursement of travel costs incurred by air can only be made upon presentation of the original ticket, which consists of the tax receipt issued by the agency indicating all the details of the trip together with the boarding pass. If this documentation does not indicate the cost of the flight, a declaration from the agency that issued the ticket and the receipt of payment must be attached. In the case of airline tickets purchased online with a credit card, the documentation required to obtain reimbursement is the paper document downloaded from the Internet proving the purchase of the ticket, together with the boarding pass. The documents must always specify the passenger's first and last name, the flight taken and the cost of the trip.

12. In the absence of a fiscal receipt, the reimbursement of taxi expenses is made by means of the expense document, which must in any case contain the date, the taxi's ID, the amount paid and the taxi driver's signature.

13. Regardless of the means of transport used, reimbursement of fines and other penalties is never permitted.

## **Article 8**

### **Board and lodging expenses**

1. Expenses for breakfast, meals, food and beverages are reimbursable within the maximum limits set out in the annexed Table 1.

2. For external assignments carried out in locations more than 80 kilometres away from the place of employment and lasting more than 12 hours, the expenses for accommodation in hotels, residences, rented rooms or flats of a class or type corresponding to criteria of economy, efficiency and decorum are reimbursable up to a maximum daily limit of €180, and in any case in compliance with the provisions of Table 1. The maximum lodging costs are based on the use of a single room. If no single rooms are available, reimbursement of the "double single use" room is permitted. On the contrary, if the invoice indicates accommodation in a double room without specifying single occupancy, 50% of the cost of the double room will be reimbursed, or up to the amount of the single room price, if applicable.

3. For each item of expenditure for which reimbursement is requested, an original supporting document must be submitted that makes it possible to identify the amount paid, the payer of the sums and the reason for the expenditure. For expenses incurred in Italy, the documentation must be of a fiscal nature and may consist of an invoice or receipt. For expenses incurred abroad, documentation is required in accordance with the regulations in force in the respective countries.

4. If the original receipts of expenses are in electronic format, a copy or printout of the payment document must be provided, along with a declaration in which the individual confirms the authenticity of the document and asserts that the request for reimbursement for the receipt is only being submitted to the university administration.

5. Personnel of a different grade on assignment with staff of a higher grade may be authorised in advance, subject to budgetary availability, to be reimbursed for board and lodging in a higher category than they would normally be entitled to under the provisions of Table 1 annexed to these regulations.

#### **Article 9**

##### **Other reimbursable expenses**

1. The following additional expenses incurred in connection with the external assignment are also reimbursable:

- a) agency fees;
- b) visa fees and taxes;
- c) costs of compulsory vaccinations;
- d) costs of health insurance and travel cancellation;
- e) expenses for conferences registration fees only if the invoice is made out to the participant with the precise indication of their affiliation.

2. The documented expenses referred to in the preceding paragraph are reimbursable, tax-free up to the legal limit envisaged (Article 51, paragraph 5, of Italian Presidential Decree no. 917/1986). Any amounts in excess of these limits are deemed as income and must be subject to taxation in accordance with tax regulations.

#### **Article 10**

##### **Advances of external assignment expenses**

1. When an external assignment is scheduled to last more than 24 hours, the person may request an advance payment of up to a maximum of 75% of the total of the budgeted expenses relating to travel, lodging and food costs. The request must be submitted to the relevant offices at least ten days before the start of the assignment.

2. Any excess of the advance over the expenses actually incurred must be repaid within thirty days of the end of the assignment.

3. If the person does not carry out the assignment, the advance must in any case be repaid within thirty days of its originally scheduled start date.

#### **Article 11**

##### **External assignments authorised and not carried out**

1. In the case of authorised external assignments not carried out for exceptional reasons beyond the control of the person, reimbursement of expenses incurred and not reimbursed by service providers is envisaged. In all other cases, the costs incurred are not reimbursable.

2. Following are exceptional reasons independent of the person's will:

- a) illness of the person documented by a medical certificate;
- b) serious family reasons for which current regulations provide for leave;
- c) exceptional atmospheric, natural and socio-political events;
- d) strikes, breakdowns and delays that prevent transport or cause the purpose of the assignment to fail, provided they are duly documented;
- e) unforeseen cancellation of the event justifying the assignment, provided it is duly documented.

#### **Article 12**

##### **Settlement of expenses**

1. Expenses for external assignments are settled exclusively in the form of reimbursement based on the documentation submitted to justify the expense.

2. The request for the settlement of the economic treatment, formulated according to the form in use, duly signed by the person and countersigned by the manager referred to in Articles 2 and 3 above, must be submitted to the relevant office for settlement within 90 days of the end of the assignment.

3. The request must contain:

- a) date, time and location of departure and arrival;
- b) locations where the external assignment took place;
- c) detailed list of costs incurred;
- d) proof of expenditures produced in the forms set out in Articles 7, 8 and 9 above;
- e) document attesting to the person's participation in the activities covered by the assignment;
- f) declaration asserting that the request for reimbursement of the receipts presented is only being submitted to the university administration.

4. In the case of expenses incurred in a foreign currency for which an actual exchange rate cannot be determined, the exchange rate on the day the external assignment commences shall apply.

5. After having verified the request and the validity of the preliminary documentation, the relevant administrative office shall settle the expenses within 30 days of the request. Any observations on the validity of the documentation must be communicated to the person concerned in writing. The reporting obligation also concerns any amount subject to ordinary taxation.

### **Article 13 Discount agreements**

1. The University may enter into discount agreements with agencies, hotel, food service or transport companies in order to obtain more favourable conditions for the services offered.

2. In this case, the person concerned must use the services of the contracted companies, except if the price is clearly more expensive or if there is an objective impossibility of using them.

### **Article 14 Final provisions**

1. These regulations are issued by decree of the Rector, published on the University website in the relevant section and enter into force on the day following their publication. It repeals and replaces the previous Regulations for external assignments in Rector's Decree no. 183 of 2 February 1981 as amended and supplemented.

2. For matters not expressly covered by these regulations, the rules in force concerning external assignments of public administration employees shall apply.

**Table 1** - Reimbursement of expenses incurred for external assignments in Italy

#### **Category 1**

| <b>Qualifications</b>   | <b>Daily hotel spending limit</b> | <b>Maximum daily expenditure for food in Italy</b> |                                    | <b>Rail</b> | <b>Airplane*</b> |
|---|-----------------------------------|--|------------------------------------|-------------|------------------|
| Governing bodies<br>Control bodies<br>Full and associate professors<br>Executives | €180,00                           | €61,10   | assignment<br>Longer than 12 hours | WL-single   | Economy<br>**    |
|   |                                   | €30,55   | assignment<br>less than 12 hours   |             |                  |

### Category 2

| Qualifications   | Daily hotel spending limit | Maximum daily expenditure for food in Italy |                                  | Rail                | Airplane* |
|--|----------------------------|---|----------------------------------|---------------------|-----------|
| Researchers<br>Tech-admin staff Cat. EP<br>Tech-admin staff Cat. D<br>Graduate students<br>Scholarship holders<br>Research assistants<br>Specialist research fellows<br>Staff employed by other entities | €150,00                    | €44,26                                      | assignment longer than 12 hours  | WL-double or triple | Economy   |
|  |                            | €22,26                                      | assignment of less than 12 hours |                     |           |

### Category 3

| Qualifications                                   | Daily hotel spending limit | Maximum daily expenditure for food in Italy |                                  | Rail                | Airplane* |
|--|----------------------------|---|----------------------------------|---------------------|-----------|
| Tech-admin staff Cat. C – B External contractors | €100,00                    | €44,26                                      | assignment longer than 12 hours  | WL-double or triple | Economy   |
|  |                            | €22,26                                      | assignment of less than 12 hours |                     |           |

\*Travel within the European Union is always made in economy class (Italian Decree-Law no. 138 of 13 August 2011).

\*\*Business Class may be authorised for transcontinental flights exceeding 8 hours.