

This English version of the Missions Regulation has the sole purpose of enabling to understand the content thereof; only the Italian version of the Regulation is legally binding.

UNIVERSITY MISSION RULES

Article 1. Scope

1. These Rules govern the execution of missions by the staff of the University of Padua as identified in Article 3 below.
2. These Rules also govern the special cases described in Chapter II.

Article 2. Definitions

1. A mission is defined as the execution of an activity in the interest of the University outside the ordinary place of employment, either in the national territory or abroad.
2. The ordinary place of employment is understood as the territory of the municipality in which the office is headquartered or in which the person operates by virtue of assignment by the governing bodies, affiliation, contractual obligation or the performance of training, research or service activities.

CHAPTER I - MISSION ASSIGNMENTS

Article 3. Persons eligible for mission assignments

1. The following persons are eligible for mission assignments:
 - a) University faculty members;
 - b) technical-administrative staff;
 - c) research fellows and other persons referred to in Articles 22, 22-bis and 22-ter of Law 240/2010;
 - d) scholarship holders;
 - e) PhD students;
 - f) employees of other Italian and foreign universities and other public administration officers entrusted with carrying out activities on behalf of the University. In this case, the place of employment is understood to be the place in which the persons concerned ordinarily carry out their activities;
 - g) any other party who may be included in research programmes in accordance with the law;
 - h) all Italian or foreign nationals who have a formalised relationship of collaboration with the University for the activities covered by said relationship;
 - i) students, with the authorisation of the programme coordinator.
2. Assignments cannot be granted for missions to be carried out in the Municipality of Padua, except in the case mentioned in paragraph 1, letter f) of this article, or in the place of employment of the person concerned, or except in special and duly documented circumstances, in the municipality of residence of the person concerned.
3. Employees on holiday, ordinary leave, extraordinary leave or leave of absence may not be entrusted with missions.
4. A teacher on compulsory leave due to incompatibility pursuant to Art. 13 of D.P.R. (Italian Presidential Decree) no. 382 of 11/7/1980 who is a holder of research funds or who is formally included in the relevant group may be reimbursed for mission expenses directly related to the purposes of the research projects, within the limits set out in these Rules. These expenses will be charged to the relevant research funds.
5. In accordance with the regulations in force, an employee on leave for study or for scientific research purposes who is a holder of research funds or who is formally included in the relevant group may be reimbursed for registration, transport and subsistence expenses for attendance at conferences or seminars directly related to the purposes of the research projects, within the limits set out in these Rules.
6. Professors authorised to exclusively carry out scientific research activities, pursuant to Art. 17 of D.P.R. (Italian Presidential Decree) no. 382 of 11/7/1980 and who is a holder of research funds or who is formally included in the relevant group may, during their sabbatical period, be reimbursed for mission expenses directly related to the purposes of the research projects. These expenses will be charged to the relevant research funds. The provisions of Article 9 below do not apply to teachers on sabbatical.

7. If the assignment/authorisation is granted to a person with a recognised disability, the person concerned may request to have an accompanying person who is entitled to the same reimbursement of expenses as the person appointed for the mission. Appropriate evidence of this circumstance must be given in the mission authorisation. The accompanying persons' receipts must be made out in their name.

Article 4. Mission assignment and authorisation

1. The assignment and the authorisation to carry out the mission must be granted by a specific administrative act that may also be drafted and managed electronically before the mission begins.

2. The authorisation document must expressly state the accounting references for charging any expenses to be borne by the University and certify the related coverage.

3. The assignment and the authorisation are also necessary in the case of missions without expenses or with expenses reimbursed by third parties.

4. The mission authorisation document must contain at least the following information:

- a) name and surname
- b) position/relationship with the organisation;
- c) purpose of the mission;
- d) mission location(s);
- e) estimated mission start and end dates;
- f) estimated cost of the mission to be reimbursed, except for missions without costs for the University;
- g) means of transport to be used (with appropriate justification when extraordinary means are involved);
- h) method of reimbursement, analytical or lump-sum (only for missions abroad);
- i) fund through which the expenditure is to be borne.

5. Authorisation for the mission is granted following an application by the person concerned. The assignment and the authorisation to carry out the mission is the responsibility of:

- a) the Rector for teachers and researchers on missions to perform institutional duties of general interest to the University;
- b) the Director General for managerial staff and technical-administrative staff assigned to organisational units reporting directly to him/her;
- c) the Manager of the organisational unit for the technical-administrative staff assigned to it and for the technical-administrative staff of offices for which he/she was entrusted with coordination functions;
- d) the Director of the department for teachers and researchers and for departmental Secretaries and technical Managers;
- e) the Director (or equivalent position) of autonomous offices for the related staff members;
- f) the departmental secretary for technical-administrative staff assigned to the department.

6. The appointment and authorisation in the case of non-employees is granted by the Head of the office where the person performs his or her work as previously defined.

7. An authorisation is granted after verifying that the related expenses can be covered, that the activity is in the exclusive interest of the University and that is in line with the object of the mission and the purposes for which the funds have been allocated.

8. In the case of missions whose expenses are covered by earmarked funds, the assignment must also be authorised by the fund manager.

9. Missions undertaken in the performance of their functions by the Rector, Deputy Rectors, Heads of Departments, Directors of Centres, Directors of Schools and by the Director General are not subject to authorisation but only to the verification of the financial coverage of expenses.

10. When authorising the missions of teachers from the department, the Department Director must verify their impact on teaching and student service tasks in order to ensure smooth execution of teaching activities.

Article 5. Types of reimbursement of mission expenses

1. The person concerned is entitled to reimbursement for overall expenses whenever the mission lasts more than four hours and the place of the mission is at least 10 km from city limits. For missions lasting less than 4 hours, the person concerned is only entitled to reimbursement of transport costs.

2. Reimbursement of transport costs is provided for all missions as specified in Article 11 below.

3. Expenses can be reimbursed by using two different methods: analytical reimbursement and lump-sum reimbursement (alternative mission remuneration).
4. For missions within the national territory, the analytical reimbursement method shall be adopted for the reimbursement of expenses upon presentation of proof of expenditure to the extent and in the manner defined in Articles 11 et seq. below.
5. Analytical reimbursement means the reimbursement of expenses for transport, room and board, conferences or other specific expenses actually incurred in order to carry out the mission, as adequately documented in the articles below.
6. For missions abroad, expenses may be reimbursed by using two alternative methods, at the discretion of the person concerned:
 - a) analytical reimbursement, as governed by Article 11 below and following;
 - b) alternative mission reimbursement, as governed by Article 17 below.
7. The reimbursement method must be selected by the person when applying for the authorisation. In the absence of an express prior choice, reimbursement will be made at the settlement stage using the analytical reimbursement method.
8. Drivers on missions are entitled to reimbursement of expenses for the performance of their duties.
9. Expenses by the authorised person are reimbursed upon presentation to the Administration of the mission statement, which must be signed by the person concerned whenever it has not been generated by the computerised system through a user authentication process and settled according to the procedures in force at the University. The mission statement must contain the following information:
 - a) first name, surname and tax code;
 - b) position;
 - c) name of the office;
 - d) mission location(s);
 - e) mission start and end dates;
 - f) mission start and end times;
 - g) object of the mission;
 - h) proof of expenditure for the expenses for which reimbursement is claimed, along with proof of traceable payment for expenses required by law;
 - i) any other document or statement necessary to assess the relevance and regularity of the expenses claimed in the statement;
 - j) any additional documentation required in the funding agreement whenever the costs of the mission must be borne by projects deemed eligible.
10. The mission statement must be submitted within a maximum of 90 days from the end of the mission and no later than 31 January of the year following the year in which the mission took place or by the deadline of the contractual relationship with the institution, if already existing. After this deadline, it will no longer be possible to apply for reimbursement and the Administration will proceed to recover any amounts for advance payments made.
11. Missions are strictly personal; for this reason, the mission statement cannot report expenses made for other persons.

Any expenses for which reimbursement is claimed must be relevant for the mission.

Article 6. Digitisation of procedures and supporting documents

1. The University has established a suitable computerised procedure to ensure compliance with these Rules on the authorisation and execution of missions and on mission statements.
2. This computerised procedure permits the digitisation of the activities described in paragraph 1 and the supporting documentation of expenses incurred by staff members during the mission for preparing the mission statement.
3. If the supporting documents are produced in electronic format, they will be stored in digital format and reimbursement will be possible. Digital transmission must be accompanied by a statement, also in digital format, in which the staff members agree not to claim reimbursement for the same expenses reported to the University from other public or private bodies.
4. The computerised procedure also oversees the issue and management of the electronic credit card mentioned in Article 18 and requested by the staff members on mission.

Article 7. Tax treatment of reimbursement of mission expenses

1. As specified by the legislation in force, the tax treatment depends on the type of relationship between the University and the person appointed for the mission or entitled to the reimbursement of expenses as provided for in these Rules.
2. Payments made in cash, in cases where the regulations require the use of traceable payment methods, are subject to social security and/or tax withholdings, resulting in a reduction of the net reimbursement. Similarly, lump-sum reimbursements are subject to social security and/or tax withholdings on the portion exceeding the non-taxable threshold established by tax regulations, as well as in any other cases provided for by law.

Article 8. Participation in conferences

1. Where not directly borne by the office, all documented expenses incurred for registration and participation in a conference are reimbursable, provided that they were made for reasons of necessity and/or urgency. Whenever the registration fee includes expenses for room and board, this must be proven by the relevant documentation, and no further expenses incurred for the same reason can be reimbursed.
2. Whenever documentation of the type of expenses covered by the conference registration cannot be produced, a statement from the conference organiser can be submitted.
3. A copy of any participation certificate issued by the organiser or of any other document certifying participation must also be produced when applying for reimbursement.

Article 9. Starting date and duration of the mission

1. Reimbursement for continuous missions carried out in the national territory at the same location is provided for up to a maximum 240 consecutive days.
2. This limit is reduced to 180 days for missions abroad.
An exception is made for missions abroad undertaken by the University's PhD students as part of their mobility programme for study and training activities, for which the duration may exceed 180 days in compliance with the relevant University Rules.
3. Whenever the duration of the mission exceeds 15 days, the authorisation of the Director of the Autonomous Teaching Staff Management Centre is subject to the opinion of the Programme Coordinator, who is also responsible for ensuring the regularity of the teaching activity.
4. The mission shall start no sooner than one day before the start of the event and shall end no later than one day after the last day of the event, except in cases where reaching the venue requires a longer time.

Article 10. Means of transport

1. The choice of means of transport must meet criteria of cost optimisation and sustainability. Mission staff are committed to using means of transport that minimise CO₂ production and environmental impact.
2. For the purposes of determining the reimbursement of expenses incurred, reference shall be made to the Categories set forth in Table 1 below according to the type of mission to be carried out and the sources of its financing. Persons appointed for missions for institutional purposes to represent the University or financed with resources outside the University budget or through individual research funds are entitled to reimbursement for the maximum amounts set forth in Table 1, Category 1. The maximum amounts in Category 2 will be applied for other types of mission.
Missions carried out for institutional purposes to represent the University are those authorised by the competent University Body. Individual research funds are defined as those allocated by the university expressly for research activities by professors and researchers.
3. The use of public transport is envisaged for the performance of the mission assignment, unless authorisation is granted to use extraordinary means of transport.
4. Public means of transport are:
 - a) trains, underground railways, buses, planes, ships, collective transport services to/from airports and ports and other means of transport offering scheduled services;
 - b) the University's own means of transport;
5. Extraordinary means of transport are:
 - a) rental vehicles;
 - b) the means of transport owned by the authorised party;

- c) taxis.
6. The use of extraordinary means of transport for missions both in Italy and abroad is always subject to prior authorisation and the existence of one of the following conditions:
- a) when there is an economic advantage, which must be ascertained by comparing the expenses that would have been incurred if the ordinary means of transport had been used with the equivalent expenses for the same items with the use of the extraordinary means of transport; to this end, the person concerned must specify any useful element of comparison in the request;
 - b) when the mission location is not served by trains or other forms of public transport;
 - c) when there is a special service requirement or a stated need to reach the mission location quickly;
 - d) when delicate and/or bulky materials and tools essential for carrying out the service must be transported;
 - e) in the event of public transport strikes.
7. Whenever rental vehicles and taxis are used because prior authorisation as per the previous paragraph could not be obtained due to the urgency or exceptional nature of the situation, detailed justification for using the aforementioned means of transport not authorised in advance must be provided in order to obtain reimbursement.
8. In other cases, in the absence of the requirements specified above and the required authorisation for the use of extraordinary means of transport, an allowance per kilometre equal to the cost of the train ticket for the class of entitlement and the relevant route, with the exclusion of any additional charges, shall be reimbursed for economic purposes only.
9. The use of a person's own means of transport on a mission must be understood as an extraordinary means of transport to be authorised in advance and adequately justified by signing the respective statement for the cases set forth in paragraph 6. To this end, the use of a person's own means of transport must be appropriately specified in the authorisation document.
- Specific justification is not required for missions carried out by staff members not subject to authorisation pursuant to Article 4(9).
10. Authorisation to use a person's own means of transport is subject to the issue of a written statement by the person concerned specifying that the Administration is released from any responsibility for the use of the vehicle. Authorisation to use one's own car is also subject to the presence of the required insurance coverage as specified in Article 8 of D.P.R. (Italian Presidential Decree) no. 319/90. The administration must take out an appropriate insurance policy in favour of staff members authorised to use their own means of transport, limited to the time strictly necessary to carry out the mission.
- For the unauthorised use of a person's own means of transport, reimbursement of transport costs will not be granted.
11. Staff members authorised to use their own means of transport are entitled to an allowance per kilometre equal to one fifth of the cost of a litre of green petrol in Italy at the time. The person concerned must specify, under his or her own responsibility, the number of kilometres travelled. Reimbursement of motorway toll charges is allowed upon presentation of the relevant supporting document. Reimbursement of parking fees is also allowed upon presentation of appropriate documentation.
12. Authorisation for the use of a person's own means of transport, in Italy and abroad, is subject to the appointee being in possession of regular mandatory insurance coverage for third-party liability in accordance with Italian Law no. 990 of 24/12/1969 and subsequent amendments.

Article 11. Reimbursement of transport costs

1. For the purpose of determining the reimbursement of transport costs, the place of employment is considered as the place of departure.
2. Departure/return from/to the usual place of residence is included for reimbursement purposes only if it is closer to the assigned mission location than the place of employment or if it does not entail additional costs, barring the existence of duly justified and documented special conditions regarding the time schedule and the type of means of transport used as required by the service.
- Under special circumstances motivated by objective service requirements, the University may authorise departure or return from/to a place other than the place of employment or residence.

3. Whenever the mission location is the municipality of residence, no mission expenses are reimbursed. Only any transport costs incurred to reach the municipality of residence from the place of employment and back may be reimbursed.
4. In the event that, for personal reasons, the person concerned needs to leave or return on a day other than the one authorised in the mission, the ticket may be reimbursed for an amount corresponding to the cost of the ticket actually used or the cost of the ticket that would have been used on the authorised mission start/end date, whichever the lesser. Proof of the non-existence of higher costs for the University must be provided by the person concerned.
5. For employees on compulsory leave due to incompatibility or for study or for scientific research purposes, or for employees on sabbatical leave who have been authorised for a mission assignment pursuant to Article 3(4), (5) and (6), the locations declared as the sites of their research activities shall be considered as the place of departure.
6. Transport costs shall be reimbursed upon presentation of the original travel ticket, also digitally via a computerised procedure.
7. If the ticket does not show a price, a statement from the agency that issued the ticket or a receipt of payment must be enclosed. Booking fees through a travel agency are eligible for reimbursement, provided that they are duly documented.
8. Tickets purchased by using the ticketless option are also eligible for reimbursement. In this case, the documentation to be produced is the e-ticket purchased online.
9. Expenses incurred for city and suburban buses, metros and subways, collective transport services to/from airports and ports, and other means of transport in regular service are reimbursed upon presentation of the relevant tickets.
10. Whenever the carrier (railway company, airline, etc.) withdraws or does not issue the original travel ticket, the person concerned is responsible for obtaining a substitute statement specifying the price, date and route; otherwise, transport costs will be reimbursed upon presentation of the boarding card or equivalent document that shows the ticket price.

Article 12. Reimbursement of train, boat, and suburban bus expenses

1. Expenses actually incurred for journeys by rail, water transport and suburban buses will be reimbursed up to the cost of the ticket at the regular fare for the class of entitlement, according to table 1 (attached). According to the principle of cost optimisation, priority should be given to economic services, promotions, and economy classes whenever possible.
2. In addition to the travel ticket, reimbursement shall be provided for expenses incurred for
beds;
mandatory additional charges;
reservation of places;
luggage storage.

In the case of water transport, in addition to the travel ticket, any expenses incurred for:
reservation of places;
and boarding fees shall also be reimbursed.

Article 13. Reimbursement of airfare costs

1. In the case of air travel, whether domestic or international, only the cost for travel in economy class will be reimbursed. Travel in business class or equivalent category is allowed for the Rector, the Director General, Deputy Rectors, and staff members on a mission included in Table 1, Category 1 for flights exceeding six hours. Further justified cases may be authorised as outlined in the notes to Table 1 below.
2. Transport costs are reimbursed upon presentation of the original travel ticket or e-ticket, along with boarding passes or equivalent documents, such as those resulting from electronic registration (web check-in).
3. If the ticket does not show a price, a statement from the agency that issued the ticket or a receipt of payment must be enclosed. Airfare booking fees can also be reimbursed, provided that they are duly documented.
4. In the event of loss or theft of the ticket, the transport costs will be reimbursed upon presentation by the person concerned of a self-certification made under his or her personal responsibility for the actual journey and the ticket price.

Article 14. Reimbursement of expenses for urban taxis and rental vehicles

1. Taxi fares shall be reimbursed upon presentation of the expense document, which must in any case contain the date, the taxi ID, the fare paid, and the signature of the taxi driver.
Using taxis must be regarded as an extraordinary means of transport and adequate justification must be provided for their use as an alternative to public transport by signing the relevant statement for the cases listed in Article 10, par. 6 and 7. Specific justification is not required for missions carried out by staff members not subject to authorisation pursuant to Article 4(9).
2. Subject to the justification above, the use of taxis is allowed in urban areas for journeys to and from airports, stations and ports, in Italy and abroad, to reach the mission location.
- 3 Using rental vehicles must be regarded as an extraordinary means of transport and adequate justification must be provided for their use as an alternative to public transport by signing the relevant statement for the cases listed in Article 10, par. 6 and 7. Specific justification is not required for missions carried out by staff members not subject to authorisation pursuant to Article 4(9).
4. Expenses are reimbursed upon presentation of an invoice or receipt for the cost of the rental vehicle by the staff members on a mission.
5. Reimbursement of motorway toll charges is allowed upon presentation of the relevant supporting document. Reimbursement of expenses incurred for parking fees for the rental vehicle is also allowed upon presentation of appropriate documentation.

Article 15. Reimbursement of expenses for the use of means of transport provided by the University Administration

1. No mileage reimbursement will be allowed for journeys made using means of transport provided by the Administration.
2. Reimbursement of motorway toll charges is allowed upon presentation of the relevant supporting document. Reimbursement of parking fees and fuel costs is also allowed upon presentation of appropriate documentation.

Article 16. Reimbursement of room and board expenses

1. Expenses incurred and documented for room and board are reimbursed within the limits provided for below.
2. The person concerned may stay overnight at the place of the mission if, alternatively:
 - a) it is more than 50 km away from the person's place of employment or residence;
 - b) the return time is longer than 1 hour.In other cases, the person is required to return at the end of each day's mission, except for special circumstances when greater cost effectiveness for the University or justified service or institutional requirements can be proven for remaining at the place of the mission. Greater cost effectiveness must be proven by comparing the expenses that would have been incurred if the person concerned had returned at the end of each day from the mission with the expenses incurred from staying on site; to this end, the person concerned must specify any useful element of comparison in the request.
3. On missions within the national territory, the person concerned is required to use the University's special guest quarters for room and board whenever available.
4. Missions may be reimbursed by using the analytical method or the lump-sum method (alternative mission treatment), the latter only for missions abroad.
5. Analytical reimbursement of expenses for room and board and ancillary expenses. For missions in Italy and abroad, reimbursement is allowed for:
 - a) meal expenses:
reimbursement of meals, including small meals, within the daily limits established by resolution of the Board of Directors as specified in Table 1.
No reimbursement shall be made for meal expenses on missions lasting less than four hours.
Documentation for reimbursement of food expenses is considered complete when the receipt contains the name of the caterer, the amount paid, and the reason for payment. When documented, the service charge can also be reimbursed.
The purchase of foodstuffs within the same daily limits specified in Table 1 can also be reimbursed.
 - b) accommodation costs:

these expenses can be reimbursed within the limits established by resolution of the Board of Directors as specified in Table 1.

Accommodation costs may also include breakfast. Whenever the cost of breakfast is not included in the accommodation, reimbursement is allowed but counts towards reaching the limit for the reimbursement of overall food expenses.

Reimbursement for minibar service, pay TV, or other additional paid services is not allowed. Whenever less expensive than staying in a hotel, reimbursement for accommodation in “residences” or other non-hotel facilities is also allowed, within the same limits as those specified for accommodation upon presentation of a regular contract, invoice or receipt of payment.

The reimbursement of accommodation expenses shall be allowed upon presentation of an invoice or tax receipt in the name of the person on the mission. This is also required for purchases made on the Internet using intermediary portals. The document must contain at least the following key elements:

- the service provider’s header;
- the amount;
- the number of overnight stays;
- the name of the guest;
- any meals consumed;

c) other documented expenses strictly related to reasons of service. Reimbursement is granted upon submission of regular receipts for the following additional expenses directly related to the mission:

- consular visa fees;
- tourist taxes;
- expenses for mandatory vaccinations and pharmaceutical expenses for prophylaxis;
- health insurance to cover medical, pharmaceutical and hospital expenses in non-EU countries for which the Ministry of Health has not signed special agreements;
- tips, when required;
- telephone and Internet connection costs for service or institutional reasons;
- material transport costs for service or institutional reasons;
- currency exchange.

Whenever the expense documentation lacks certain elements needed for verification, such as the amount paid or the date, or is drafted in a language other than English, French, German and Spanish, a supplementary explanatory statement signed by the person concerned and drafted in accordance with the provisions of Italian Presidential Decree no. 445/2000 is required. The statement is accepted for reimbursement purposes as long as a direct correlation between the documents submitted and the mission undertaken is clearly discernible.

Article 17. Alternative mission treatment

1. For missions abroad exceeding one day, as an alternative to the analytical reimbursement of room and board expenses described in Article 16 above and in addition to documented transport expenses, an “alternative mission allowance” will be provided for every twenty-four hours completed on a mission, as an all-inclusive reimbursement quota equal to the amount determined in Table 2A below for the country in which the mission is being carried out as identified in Table 2B.
2. In the event that the mission carries on for no less than 12 consecutive hours, an additional amount equal to half of the amount determined in Table 2A shall be paid as reimbursement.
3. Where accommodation is reimbursed analytically, or where it is provided at the expense of the Administration, of EU institutions, of foreign states, or of entities organising conferences or events that provide accommodation at the expense of the host organisation, the “alternative mission allowance” referred to in paragraph 1 will be reduced by 50%.
4. This method of reimbursement can be adopted only with reference to missions abroad after a prior request has been made by the person concerned at the time of submitting the application for authorisation for the mission.
5. For reimbursements of expenses paid in foreign currency, the average exchange rate for the period in which the mission took place shall apply.

Article 18. Advance payments made by electronic credit card

1. Advance payments must normally be made through the use of an electronic credit card issued specifically within the framework of the University's computerised procedure for the payment of mission expenses as defined in these Rules. The use of the electronic credit card issued as part of the computerised procedure for mission authorisation is not compatible with the request for an advance payment.
2. The amount available and the date of validity of the card may vary according to the estimated cost of the mission declared by the person concerned in the application for authorisation and to the duration of the mission.
3. The electronic credit card can only be used to purchase certain mission-related services, in particular:
 - a) plane, train and ferry tickets;
 - b) hotel services;
 - c) car rental services;
 - d) collective transport services to/from airports and ports;
 - e) registration for conferences, in accordance with Article 8 and with the technical possibility of making payments by electronic card;
 - f) food expenses, subject to the technical possibility of making payments by electronic card.
4. Upon return from the mission, the person concerned is required to produce proof of expenditure for the purchases made using the credit card for preparing the mission statement.
5. The University administrative office responsible for financial coverage is required to promptly recover, directly in the pay slip or when disbursing the remuneration due, any expenses incurred with the card that are not recognised as reimbursable costs because:
 - a) they are not included in the categories referred to in paragraph 3;
 - b) they exceed the limits specified in these Rules;
 - c) they are not exclusively related to the execution of the assignment.
6. Whenever appropriation of credentials by third parties is suspected or ascertained, the person concerned must promptly notify the Administration so that the card can be immediately blocked.

Article 19. Cash advances

1. Only where it is not possible to issue the electronic credit card referred to in Article 18, or in other entirely exceptional cases duly justified and previously authorised by the Office, staff assigned to a mission may request an advance of up to 75% of the estimated cost due for the mission.
2. The advance payment of mission expenses shall be granted at the request of the person concerned at the same time as the application for authorisation for the mission is submitted only to the persons referred to in Article 3 for whom any undue advance payment may be recovered from their salary, remuneration or allowance, within the limits of the amounts to be paid and without prejudice to the provisions of art. 7.
3. Any request for an advance payment can only be satisfied if the amount can be determined properly. The request must be sent to the Administration no less than 10 working days before the mission start date, except in exceptional and proven cases of urgency.
4. Whenever the documentation regarding the mission is not submitted within the deadline set forth in Article 5, paragraph 10, the Administration reserves the right to recover any advance payment directly from the salary, remuneration or allowance at the time of the first useful disbursement.
5. Staff members who obtain advance payments as a reimbursement but are unable to carry out the mission must return the amount received no later than 10 days after the date on which the mission should have begun. Whenever the amount is not returned within the deadline specified above, the Administration reserves the right to recover the amount as described in the above paragraph.
6. No further advance payments may be granted to staff members who fail to comply with the provisions of the previous paragraphs until they have complied with those provisions.
7. An advance payment is an exceptional alternative to the use of the electronic credit card referred to in Article 18 below, which shall be preferred.

Article 20. Overtime pay

1. The University's technical-administrative staff may, when necessary, exceptionally extend their working hours during a mission beyond their normal working hours, provided that the performance of overtime work has been duly justified and authorised in advance when the mission was assigned.

2. The number of overtime hours worked during a mission must be certified by the employee through a self-certification. Travelling hours cannot be counted as overtime, but only as ordinary work up to the standard daily working time (7.12 hours).

3. Overtime is remunerated in accordance with the rules in force or entitles the employee to recover the corresponding hourly credit, subject to agreement with the head of the office of the employee.

Article 21. Agreements

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

2. In such cases, the person concerned must use the services of the contracting companies unless this is clearly incompatible with the execution of the mission or entails higher costs.

Article 22. Missions not carried out or interrupted

1. Whenever authorised missions are no longer carried out due to duly documented serious health or service reasons, the expenses already incurred that cannot be reimbursed by those who charged them or any penalties applied to reimbursement by third parties may be reimbursed.

Article 23. Missions carried out by using external resources

1. The expenditure limits specified in these Rules and set out in Table 1 below may be waived whenever the mission is financed with external resources subject to accountability. The provisions specified by the financing institution apply in such cases, including with regard to reporting.

CHAPTER II - SPECIAL CASES

Article 24. Missions in Bressanone for summer courses

1. Teaching staff, technical-administrative staff or other persons appointed for a mission who are required to stay in Bressanone for summer courses shall be entitled to reimbursement of expenses within the limits established by the Board of Directors and set out in Part 2 of Table 1 below.

Article 25. Post-graduates

1. Whenever the Director of the School of Specialisation deems it necessary for a post-graduate trainee to attend a conference, seminar or other event directly related to the specialist training and also of interest to the School, and asks the trainee to participate, the latter may be granted, in whole or in part, reimbursement of documented expenses for registration for the event, transport, room and board, whenever these are not already included in the registration fees, subject to verification of the availability of School of Specialisation funds and within the limits of these Rules.

2. Post-graduate trainees may obtain reimbursement of transport expenses incurred during training periods at facilities belonging to linked or complementary training networks, where provided for by their School of Specialisation.

3. The School of Specialisation may authorise the reimbursement of accommodation expenses at the guest quarters made available by the host institutions. In the event that these facilities are unavailable, reimbursement for alternative accommodation may be granted, within the limits of these Rules.

4. These expenses will be charged to the School of Specialisation funds.

5. The appointment must be authorised by the Director of the School.

Article 26. Transfers between branch campuses

1. Where teaching and technical-administrative staff ordinarily perform their duties at two or more University sites located in different, non-adjacent municipalities, the measure referred to in Article 4, par. 1 of these Rules may be issued on a cumulative basis.

2. Teaching and technical-administrative staff may be reimbursed for documented transport expenses. In order to comply with principles of cost optimisation and efficiency, whenever several persons make the same transfer using their own means of transport, to the extent possible, only one means of transport should be used.

3. Technical-administrative staff members who are required to stay at the branch for more than 6 hours may use the contracted catering service. If this service is not available, they may be granted a lump-

sum reimbursement for food expenses (upon submission of the relevant receipts), which may not exceed €55 per day.

4. Teaching staff required to remain at the branch for more than six hours may be granted reimbursement for food expenses, upon submission of the relevant receipts, up to a daily maximum of €55. The same reimbursement may also be granted for shorter stays at the branch when teaching activities are carried out, within the limits of the teaching budget.

5. Overnight stays at a hotel or other forms of accommodation at the branch may be authorised if no other accommodation is available (guest quarters) owned by the university or in agreement with other institutions.

6. Occasional transfers of staff for service reasons from their assigned location to other University sites outside the municipality of their site do not constitute missions, but entitle them to reimbursement of transport expenses under the same principles and spending limits set out in these Rules, provided that such sites are not served by local public transport.

7. Transfers of staff assigned to inspection duties, technical site visits or other activities of interest to the University within the area of their workplace do not constitute missions, but entitle them to reimbursement of travel expenses under the same principles and spending limits set out in these Rules.

Article 27. Archaeological and geo-paleontological missions

1. An archaeological or geo-paleontological mission refers to research or study activities, including those carried out in remote or difficult locations, for which, in addition to the necessary supplies that can be procured in advance by the Office in compliance with the applicable regulations, and in addition to establishing an institutionalised channel with local operators at the excavation site in order to enter into contractual arrangements or formal cooperation agreements, it may also be necessary to procure goods or services locally to carry out the mission, where following the ordinary procurement procedure may prove impossible.

2. The Director of the excavation, a permanent member of the University staff designated as such in the excavation permit or equivalent document, must first submit the list of participants in the archaeological expedition together with the preliminary expenditure plan, which must be specifically approved by the Department Director.

3. The Director of the excavation may, at the same time as requesting authorisation for the archaeological or geo-paleontological mission, request an advance of up to the percentage set out in Article 19(1) of the total estimated cost of the excavation, and in any case up to €5,000, in order to cover the necessary local expenses directly related to the performance of the mission's activities. These may include, by way of example, administrative expenses and/or miscellaneous consumables, food and beverages for the participants, and other services or works required for the excavation and essential for its effective execution.

4. Upon return, the Director of the excavation must submit an expense report to the Office, providing the original supporting documents, which must be unaltered and clearly show the types of expenses and the method of payment. Receipts for room and board expenses incurred on behalf of multiple individuals must correspond to the number of participants in the excavation, as authorised by the Department Director pursuant to paragraph 2.

5. Goods that can be purchased and inventoried must be delivered to the Office, if they can be transported.

CHAPTER III - TRANSITIONAL AND FINAL PROVISIONS

Article 28. Transitional and final provisions

1. These Rules are issued by a Rector's decree published on the University's official notice board and institutional website.

2. These Rules go into force on the fifteenth day after publication.

3. Missions in progress at the date of entry into force of these Rules must be completed and governed in accordance with the Mission Rules previously issued. Missions already authorised at the date of entry into force of these Rules are also deemed as missions in progress.

4. These Rules apply to missions and transfers starting from the date of their entry into force and as amended.

5. Tables 1 and 2 below are an integral part of these Rules and may be amended by resolution of the Board of Directors.

TABLE 1 Maximum amounts for analytical reimbursement

CATEGORY 1	Hotel	Air transport	Train
<p>Staff members referred to in Article 3 of the Rules for the following mission assignments:</p> <ul style="list-style-type: none"> - University Representation Assignments; - missions carried out using resources outside the University budget, however classified; - missions carried out with individual University Research Funds. 	1st class	<p>Economy ("Y")</p> <p>Business (*)</p>	<p>€ 230</p> <p>(**)</p>

CATEGORY 2

All personnel referred to in Article 3 of the Rules	<p>2dn class</p> <p>(**)</p>	<p>Economy</p> <p>("Y")</p> <p>(**)</p>	<p>€ 180</p>
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(*) For flights longer than 6 hours.

(***) Different limits may be authorised in justified cases approved in advance by the Director General or by the Head of the Office.

Maximum amounts for daily meals	Up to 4 hours	4 to 8 hours	More than 8 hours
	or	€ 55	€ 115 (***)

(***) Other limits may be authorised in justified cases approved in advance by the Director General or by the Head of the Office.

NOTES

Persons appointed for missions to accompany or collaborate with members of the University bodies for institutional purposes are entitled to the reimbursement provided for such missions

Staff members with documented health problems may be granted a reimbursement with higher limits than those specified in this Table.

TABLE 1 PART II - MAXIMUM AMOUNTS FOR MISSIONS IN BRESSANONE FOR SUMMER COURSES

Single Category	Train	Hotel
All personnel referred to in Article 3 of the Rules	2 ° class	€ 180

MEALS: €70 per day.

TABLE 2 - Classification by foreign country and maximum amounts pursuant to

DM Affari Esteri (Foreign Affairs Ministerial Decree) of 23/03/2011 TABLE 2A

Maximum amounts for alternative treatment abroad

AREA	Daily amount
A	€ 120.00
B	€ 120.00
C	€ 120.00
D	€ 125.00
E	€ 130.00
F	€ 140.00
G	€ 155.00

TABLE 2B - Classification of foreign countries by area

Area	1	Countries
A		<div>Afghanistan</div> <div>Iran Bulgaria Australia Malta Nauru Rep. Papua New Guinea Greece Spain</div> <div>Portugal Eritrea Ethiopia Djibouti Romania Hungary Rwanda</div> <div>Syria Somalia Uganda Zimbabwe Botswana</div> <div>Burundi Mozambique</div> <div>Cyprus Comoros</div>
B		<div>Spain - Madrid Kyrgyzstan Latvia Azerbaijan Lithuania Moldova</div> <div>Russia - Russian Federation Tajikistan Turkmenistan Ukraine Uzbekistan Belarus</div> <div>Estonia</div>

Georgia Armenia Kazakhstan
Canada Slovakia Czech Republic
Egypt Ireland Kiribati New Caledonia New
Zealand Solomon Islands Samoa Tonga Tuvalu
Vanuatu Costa Rica
Fiji Madagascar Malawi Maldives

B

Mauritius Monaco (Principality of Monaco) Seychelles Zambia
Iraq Kenya Pakistan Bangladesh Sri Lanka Uruguay Angola Finland
Lesotho Mexico Namibia Poland Republic of South Africa Swaziland
Tanzania
Chile Cuba Jamaica

B	Guatemala Honduras Iceland China People's Rep. Finland - Helsinki Nepal India
C	Bahamas Nicaragua Barbados Saint - Lucia Saint - Vincent and the Grenadines Belize Bhutan Colombia Dominican Republic Sunday El Salvador Grenada Haiti Israel Sudan Malaysia Philippines Hong Kong Macedonia Paraguay Serbia and Montenegro Slovenia Albania Burma Bosnia and Herzegovina China Taiwan North Korea Croatia Ecuador Jordan Sweden Norway Morocco Mongolia Panama

C	<p>Tunisia South Korea France Great Britain Liberia Singapore Benin Cambodia Argentina Denmark Peru Thailand Bolivia Indonesia Russian Federation Russia Moscow Turkey</p>
D	<p>Mali Niger Senegal Togo Burkina Algeria Cape Verde Vietnam Great Britain - London Sierra Leone Cameroon Central African Rep. Chad Suriname Trinidad and Tobago Venezuela Brazil Guyana Luxembourg Belgium Laos Congo Ivory Coast Ghana France Paris Libya Mauritania</p>

D	<p>Nigeria</p> <p>Sao Tome and Principe Congo (formerly Zaire) Gabon Gambia Guinea - Bissau</p> <p>Equatorial Guinea</p>
E	<p>Belgium - Brussels Yemen Kuwait United States of America Bahrain Oman</p> <p>Qatar</p> <p>Saudi Arabia United Arab Emirates Japan Austria</p>
F	<p>United States - Washington Germany Netherlands</p> <p>United States - New York</p>
G	<p>Liechtenstein Germany - Bonn Germany - Berlin Lebanon Austria - Vienna Japan -</p> <p>Tokyo - Geneva Switzerland - Bern</p>

