



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

Courtesy Translation into English. In case of doubt or differences of interpretation, the Italian version shall prevail.

University Regulation for Missions and Transfers

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Art. 1 Purpose and scope of application

1. The present regulation, inspired by economic principles, addresses the need to ensure efficiency and to streamline the activities institutionally performed in the interests of the University. In particular, it governs:
 - a. missions undertaken by employees of the University of Brescia or equivalent;
 - b. transfers undertaken, in the interests of the University of Brescia, by parties other than those referred to in letter a) above on the basis of a formalised relationship with the University.
2. This regulation does not apply:
 - a. to travel within the Municipality of Brescia;
 - b. to travel to and from the place of work;
 - c. to travel to and from offsite campuses.

Art. 2 Definitions

1. For the purposes of this regulation:

- a) **Mission** means the performance of an activity by an employee or equivalent outside the Municipality of Brescia, the place of work, the place of residence or habitual abode, both in Italy and abroad, in the interests and for the purposes of the University. Travel within the municipality of the place of work for the sole purpose of attending conferences, or for training sessions with no other purpose than reimbursing registration fees, falls within the scope of a mission.
- b) **Transfer** means the performance of an activity by third parties of the University with a formalised relationship with the University outside the place of work, place of residence or habitual abode, both in Italy and abroad, in the interests and for the purposes of the University.
- c) **Place of work** means the place where, by formal provision or customary action, the persons referred to in Art. 3 perform their activity, even temporarily. For the persons referred to in Art. 3, paragraph 2, if it is not possible to establish a place of work, the latter is presumed to be their residence or domicile. In the case of PhD students who travel abroad with a scholarship supplement, the University shall be taken as their place of work, for the sole purpose of reimbursing travel expenses. In the course of the stay, the foreign University shall become the new temporary place of work.
- d) **Expense reimbursement** means the amount paid back to the persons referred to in Art. 3 in light of actual expenses incurred on the mission or transfer as duly documented.
- e) **University** means the University of Brescia.
- f) **Employees** means staff in actual service at the University of Brescia with an active employment contract of a subordinate nature, whether fixed-term or open-ended, who are not currently on leave.
- g) **Self-declaration** means a substitute declaration produced in accordance with the provisions of Decree of the President of the Republic (D.P.R.) 445/2000.
- h) **Declaration** means a mere statement, as formally appropriate, of the information required under this Regulation.

Art. 3 Personal scope of application

1. A mission may be undertaken by:

- a) employees;
- b) the following additional persons equivalent to employees for the purposes of the Regulation:
 - i. PhD students;
 - ii. holders of research scholarships;

- iii. research fellows and holders of research contracts;
 - iv. para-subordinate workers;
 - v. postgraduate trainees.
2. A transfer may be undertaken by:
- a. holders of employment contracts with other universities, including foreign universities, other administrations, public or private bodies, companies;
 - b. external members of the Governing Bodies and of committees or commissions;
 - c. occasional or freelance contract workers;
 - d. any person involved in research and mobility programmes and funded projects;
 - e. persons escorting a disabled person, equivalent in category and role to the escortee;
 - f. any person, including students, formally charged with carrying out an activity in the interests of the University.

Art. 4 Mission authorisation

1. Persons referred to in Art. 3, paragraph 1 must be authorised to carry out the mission in advance.
2. Authorisation for the mission is granted at the request of the person concerned and must be the result of a formal decision. The approval given via the computerised procedure provided for in Art. 9 qualifies as authorisation. Authorisation presupposes the ascertainment of the University's interest in the mission being carried out as well as of the aims of the mission being consistent with the purposes for which the funds have been allocated.
3. Mission authorisation falls under the jurisdiction of the head of the facilities or offices to which the applicant reports. For PhD students, authorisation is granted by the course coordinator; for postgraduate trainees by the Director of the postgraduate school. For missions undertaken in the institutional interests of the University by lecturers, it is granted by the Rector.
4. Missions carried out by the Rector, the Director General and the Department Heads do not require authorisation. The requirement to fill in computerised or paper forms for allocation and insurance purposes remains unchanged.
5. The authorisation order must contain any references needed to identify the person, place of work, purpose, duration, location, transport and funds sponsoring reimbursement, as well as any further references for activating insurance coverage.
6. In the event that the expenses are underwritten by special-purpose funds, the person in charge of those funds shall provide their authorization, too, by ascertaining their capacity and relevance to the purpose of the mission. At the express request of the person in charge, the fund may also be modified following completion.
7. Authorisation to undertake the mission must be given no later than two days before the start of the mission. The authorisation, refusal or request for reassessment must in any event be submitted before the start of the mission. In the exceptional case of absolute and

proven urgency, authorisation may be given by way of ratification, in the shortest possible time.

8. Authorisation, even when given at the time of ratification, may be accompanied by specific well-grounded prescriptions, both of the person referred to in paragraph 3 and of the person in charge referred to in paragraph 6, also with a view to containing mission costs.
9. Authorisation to carry out a mission does not automatically entail its liquidation if the provisions of this regulation are not complied with.

Art. 5 Transfer assignment

1. In the case of the external persons referred to in Article 3, paragraph 2, any agreed transfers and their treatment are laid down in the assignment itself or the contract, depending on the nature of the service and the professional status of the person concerned.
2. For such persons, the transfer assignment is established in advance by a formal act, subject to ascertainment of expense coverage, and is conferred by the head of the facility at which the person is called on to perform their activity. A travel assignment underwritten by special-purpose funds requires the concurrent authorisation of the person in charge of those funds, as provided for in Art. 4, paragraph 6.
3. When technically feasible, the persons charged with the transfer may be granted permission to access the computerised procedure provided for in Art. 9.
4. For external members of the Governing Bodies and of committees, commissions or similar, as well as for speakers at conferences or seminars, the assignment is implicit in the act convening them or in the invitation.
5. Where compatible, the rules of Art. 4 apply.

Art. 6 Mission and transfer duration

1. The duration of the mission or transfer must be limited to the time strictly necessary for the performance of the activity. For the purpose of calculating the duration of the mission or transfer, the time between departure from the place of work and return to the same place is taken into account. Departures or arrivals from and at different locations shall not entail any financial burden with respect to the aforementioned rule.
2. Except in the case of duly motivated and approved exceptions, reimbursement for missions carried out within national borders and at the same location shall be paid for up to a maximum of 240 continuous days per calendar year. This limit, for missions abroad, is reduced to 180 continuous days per calendar year.
3. For each mission or transfer, the declared purpose and duration must be substantiated by specific documentation or, failing that, by a detailed declaration. Such a declaration must be attached to the authorisation request or, at the latest, to the reimbursement request.
4. The mission or transfer may not start earlier than the day before the event commences and may not end later than the day after it ends, except in cases where reaching the venue

necessarily requires a longer time.

5. It is permissible, for personal reasons, to bring forward one's departure or postpone one's return with respect to the dates strictly related to the mission or transfer, following authorisation and provided that the applicant bears the difference in costs. In this case, other expenses, charges, risks and liabilities for the additional days of stay shall be borne entirely by the person concerned.
6. Persons sent on a mission or transfer to places that can be reached in less than ninety minutes from their place of work are required to return to their place of work within the day. Overnight stays away from the place of work may be exceptionally authorised if this actually entails reduced expenses for the administration or when there are objective reasons in terms of efficiency and effectiveness relating to mission success. Authorisation may be dispensed with in light of proven force majeure.

Art. 7 Advance payment of mission expenses

1. The staff charged with a mission may request an advance payment on the expenses to be incurred by submitting a request at least fifteen days prior to the start of the mission.
2. The advance payment for missions in Italy and abroad is quantified as 75% of the planned reimbursement following the submission of a detailed budget. Advance payments are granted for expenses of €200 and above. Expenses incurred directly by the University are not included in the basis for calculating advance payment.
3. If the mission is not carried out or the amount received in advance exceeds the expenses actually incurred, the applicant is required to return the advance payment at their earliest convenience and, in any event, no later than 30 days after receipt of the payment request.
4. Personnel who have been assigned a company credit card by the University Administration shall, where possible, use it to cover mission-related expenses in lieu of advance payment.

Art. 8 Mission and transfer reimbursement requests

1. Reimbursement of mission or transfer expenses must be expressly requested by the person concerned by means of the digital procedure set out in the following article or, if not available, by means of a paper form, within 30 days of the end of the mission. To enable proper cost accounting, when the aforementioned deadline overlaps with the end of the calendar year, the applicant must in any event submit the request by 15th January of the following year, thus allowing for proper cost accounting of the mission, provided that the mission has been completed by that date.
2. The staff member referred to in Art. 7 who has benefited from an advance payment shall, within a non-negotiable time limit of 30 days from the end of the mission, submit any receipts of the expenses advanced together with a reimbursement request for the relevant amount. Failure to meet the deadline shall entail return of the amount advanced in accordance with the preceding paragraph.
3. Expenses are reimbursed following the submission of expense receipts, free of alterations and so as to highlight expense type and the reference to the person entitled to

reimbursement. Unnamed paper receipts are also allowed provided that the expense was incurred in the place and time of the mission or transfer. In the case of a single receipt issued to more than one person, the reimbursement shall be paid in proportion to the applicant's share.

4. Reimbursement of expenses incurred for other persons, even if on the same mission or transfer, is not permitted. If the receipt is issued in the name of its recipient, the latter must always be the applicant, under penalty of ineligibility for reimbursement. This is without prejudice to the possibility of proving the technical impossibility of changing it by means of a declaration.
5. Any paper receipts must always be delivered in their original form, without prejudice to the case of digitisation referred to in the following article and cases where legislation obliges the applicant to hold on to the document.
6. All declarations and self-declarations required by this regulation must be attached to the reimbursement request.
7. For reimbursements of expenses incurred abroad, in local currency, the conversion is made at the exchange rate on the date the expense was incurred. For payments by credit card, if the person concerned so requests, reimbursement corresponds to the amount charged in euros.
8. Reimbursement of expenses incurred for any escorting persons is not allowed. Their expenses, risks and liabilities shall be borne by the escorting persons. This is without prejudice to the case of the persons referred to in Art. 3, paragraph 2, letter e). Such persons may also opt for an individual reimbursement request.
9. Personnel on a mission accompanying or collaborating with more senior personnel or personnel that constitute official delegations of the University may be authorised in advance to benefit from senior-level reimbursements and benefits.
10. In the event of loss or theft of expense receipts, if it is not possible to obtain a copy, a report may, for reimbursement purposes, be submitted to the Italian Public Safety Authority. From the report it must be possible to infer all items that the lost or stolen documents would have featured. In the sole case of loss of receipts relating to the stay, where the expense incurred may be objectively established by other means, such as a credit card statement, self-declaration is permissible for the purposes of reimbursement.
11. In the case of missions or transfers that were planned but not carried out, or where plans were changed due to objective and proven impediments caused by illness, bereavement or other instances of force majeure, any nonrecoverable expenses incurred or penalty fees applied by third parties may be reimbursed. The person concerned is required to prove that they have done everything possible to obtain a refund.
12. Mission or transfer reimbursement is authorised for the funds or budgets given at the time of authorisation. If, for reasons attributable to the applicant, reimbursement is requested after the deadlines set out in paragraph 1 and the funds become unavailable due to expiry or exhaustion, the applicant loses the right to reimbursement.

Art. 9 Digitisation and paperless missions and transfers

1. The University shall adopt a computerised procedure for managing authorisation requests and mission and transfer reimbursement. It shall also allow, where permitted by the regulation in force, the transition to paperless receipts, including those that are fiscally relevant. The paperless transition shall not apply to requests made outside the computerised procedure.
2. The computerised procedure referred to in the preceding paragraph shall constitute the standard method for managing requests for authorisation to undertake missions and transfers by the persons provided for in Art. 3, and for forwarding the expense report and receipts for reimbursement purposes. Where, for certain categories of persons, this is not possible, paper forms may be used. In this case, the delivery of the original paper receipts is mandatory without prejudice to Art. 8, paragraph 4.
3. The paperless transition referred to in paragraph 1 ensures that the digitised receipts acquired, produced and sent for digital preservation meet the requirements of security, integrity and immutability as a prerequisite for their destruction as laid down in paragraph 5 below.
4. Paper receipts for mission and transfer expenses from Italy or from countries with which there is mutual assistance in tax matters have the nature of non-unique original documents pursuant to Art. 1, letter v) of the Digital Administration Code. Therefore, the process of preserving digital copies of such documents may be rightfully accomplished by the person concerned by entering the scan, photograph or digital copy into the computerised system provided for in paragraph 1. The paperless transition does not apply to paper documents from countries with which there is no mutual assistance in tax matters or no effective exchange of information (the so-called *blacklist*, Table 5).
5. Receipt originals may not be destroyed unless explicitly notified by the offices responsible for settling mission and transfer expenses.
6. Before settling mission and transfer expenses, the offices responsible for reimbursement carry out a sample check in order to ascertain the correspondence between the digital documents entered during the procedure and the paper documents in the applicant's possession. The form taken by the sample check is governed via a provision by the General Manager.

Art. 10 Reimbursable mission and transfer expenses

1. In compliance with the principle of cost containment, proven mission and transfer expenses qualify as reimbursable if related to:
 - a. travel and transport;
 - b. board;
 - c. accommodation.
2. The following proven and additional expenses directly related to missions and transfers are

also reimbursable within the limits provided for in Table 1, where applicable:

- a. all costs related to conference, lecture and seminar participation;
 - b. consular visa fees;
 - c. residence taxes;
 - d. expenses for compulsory vaccinations and pharmaceutical expenses for preventive purposes;
 - e. health insurance to cover medical, pharmaceutical and hospital expenses in non-EU countries;
 - f. flight cancellation insurance;
 - g. gratuities, when required;
 - h. costs for additional luggage when justified by needs inherent in the mission or transfer;
 - i. parking in the case of authorisation to use a non-standard vehicle;
 - j. goods and services strictly related to the purpose of the mission within the limits set out in Table 1.
3. Expenses not covered by the preceding paragraph, including those for portage and other hotel services, are not allowed. Reimbursement of fines, penalties and similar is also not permitted. Any additional costs for schedule or ticket changes must be satisfactorily explained.
 4. Outside the period of the mission, the purchase of goods and services related to the purpose of the mission must be carried out in compliance with the rules and regulations of the University on the matter of procurement.
 5. If the conference or training session is held in the municipality of the place of work, pursuant to Art. 2, paragraph 1, letter a) second paragraph, only the reimbursement of the registration fee is permitted.
 6. Without prejudice to the principle of cost containment, it is permissible to exceed the expenditure limits laid down in this Regulation in the case of missions or transfers fully underwritten by external bodies that are governed by provisions other than those laid down in this Regulation.

Art. 11 Mission and transfer travel expenses

1. In order to reach the destination, to return from the mission or transfer location and to travel during the mission or transfer, use of local means of transport or of those made available by the University is required, subject to the exceptions set out in the following paragraphs.
2. Persons on a mission or transfer shall use the following means of transport:
 - a. railways and other means of standard local transport; boats, car sharing and other similar means (insofar as they have insurance cover);

- b. administration-owned vehicles;
 - c. suburban taxis (or similar) on the day of departure and the day of arrival, and city taxis at the mission location within the limits provided for in Table 1.
- 3. By way of exception, the following non-standard means of transport may be used, subject to explicit justification and specific prior authorisation by the same persons as set out in Art. 3, paragraph 4:
 - a. rental vehicles or similar;
 - b. vehicles belonging to the person on the mission;
 - c. taxis outside the cases provided for in the preceding paragraph.
- 4. Authorisation for the use of non-standard means of transport is always subject to the fulfilment of one or more of the following conditions, as explicitly stated and detailed:
 - a. the absence of the means of transport referred to in paragraph 2 or their availability at times incompatible with mission performance;
 - b. cost-effectiveness, as proven by the applicant;
 - c. the existence of a special service requirement, or the need to reach the place quickly or to return to the place of work as soon as possible for institutional reasons;
 - d. the transport of delicate or bulky materials or tools indispensable for carrying out the activity that constitutes the purpose of the mission or transfer;
 - e. a strike affecting the means of transport referred to in paragraph 2;
 - f. requirements related to the special needs of disabled persons.
- 5. In the absence of the abovementioned requirements, reimbursement amounts to the equivalent of the fare of the local means of transport.
- 6. At the mission location, reimbursement occurs for travel strictly related to the event by the means of transport referred to in paragraph 2, within the limits set out in Table 1.
- 7. On the journey to and from the mission location within the municipal area of the place of work, reimbursement of local transport fares is provided for. Travel cards, day tickets or multiple tickets are also reimbursable if regarded as cost-effective options. For the same route, the use of taxis is reimbursed only in the following cases:
 - a. strikes affecting standard transport;
 - b. transport of delicate or bulky materials or tools indispensable for carrying out the activity that constitutes the purpose of the mission or transfer;
 - c. travel between 9 p.m. and 7 a.m.;
 - d. duly certified walking difficulties;
 - e. incompatibility of the timetable of standard transport with service requirements.
- 8. The taxi receipt must feature the traveller's name, date, time and details of the journey,

together with a declaration by the staff member about the circumstances that required the use of a taxi. For countries that do not require the above information to be provided, self-declaration is permissible.

9. The use of a private vehicle entitles the owner to a reimbursement for mileage, calculated on the basis of the distance between the place of work and the mission location, equal to one fifth of the price of a litre of green petrol and any motorway tolls. Its use abroad is allowed, subject to the proven fulfilment of the requirements set out in paragraph 4. Reimbursement of parking fees for the authorised private vehicle is allowed within the limits set out in Table 1. The University guarantees insurance coverage of the vehicle used by the persons authorised by the Body on missions or for service duties on behalf of the Entity during the circulation, parking and/or sheltering of the same.
10. In the absence of prior authorisation, the reimbursement of expenses for the use of a non-standard vehicle for unforeseeable and supervening needs is only permissible after submission of a well-grounded declaration by the person concerned.
11. The University may put its own means of transport at the disposal of employees by means of a booking system. No mileage allowance is due for journeys made with such means of transport; however, the cost of fuel purchased during the mission, as duly documented, is reimbursed, without prejudice to the potential requirement to take advantage of agreements entered into by the University. The reimbursement of motorway tolls and parking expenses is allowed within the limits set out in Table 1.
12. Contract personnel, with the exception of those formally entrusted with the performance of inspection, verification and control functions, are allowed to use their private vehicles if they meet the requirements set out in paragraph 4 of this Article. Expenses are reimbursed in amounts equivalent to the public transport fares.

Art 12 Board and accommodation expenses for missions and transfers

1. Reimbursement of meals, within the caps set out in Table 1, is only allowed for meals consumed at the mission and transfer location or during the outward and homeward journeys.
2. For missions and transfers lasting between 4 and 8 hours, the maximum reimbursable amount shall be halved. For missions and transfers lasting less than 4 hours, only travel and transport costs may be reimbursed.
3. Reimbursement of meal expenses, including small meals, is made upon delivery of appropriate documentation issued by establishments that provide catering services or otherwise sell foodstuffs. The documentation must feature the company's legal name, the nature of the expenses, the place, the date and the amount paid. In the case of purchase, even cumulative, of foodstuffs, the amount is reimbursable within the daily limits for meals.
4. For meals consumed abroad, receipts qualify for reimbursement purposes if they feature the name of the establishment, the amount paid, the place and the date. In countries in which the documentation issued does not contain the data referred to in paragraph 3, the person concerned must issue a declaration to that effect confirming that the items relate

to eligible expenses under this Regulation and actually incurred.

5. Accommodation expenses incurred in Italy are reimbursed upon delivery of an invoice or fiscal receipt in the applicant's name and equivalent documentation in the case of accommodation abroad.
6. In the case of online hotel bookings with payment by credit card and where it is not possible to obtain an invoice or receipt, reimbursement is permitted upon delivery of a booking confirmation featuring all items needed for reimbursement together with the credit card statement.
7. Accommodation expenses may also include breakfast, half board or full board, which must be specified in the receipt: these expenses count towards the meal limits in Table 1. Charges for foodstuffs consumed in the room (so-called minibar) are counted within the limits for board in Table 1.

Art. 13 Alternative treatment for missions abroad

1. For missions abroad only, the personnel referred to in Art. 3, paragraph 1, as an alternative to the mathematical reimbursement of expenses, may opt for the payment of a lump-sum allowance within the limits and amounts provided for in the attached tables. This allowance is intended to cover board, accommodation and transport costs, excluding travel expenses to and from the mission location. The latter expenses cannot therefore be subject to further reimbursement.
2. The option of alternative treatment, only applicable to missions of more than one day, must be selected at the authorisation stage. The amount is paid for every full 24-hour period. If the mission is under way for periods of less than 12 hours, no amount shall be due; for periods between 12 and 24 hours in length, an amount equal to half the amounts set out in Table 2 shall be paid.
3. The lump-sum reimbursement is not due if accommodation is free of charge. Any accommodation charges must in any event be proven.

Art. 14 Corporate credit card use by authorised persons

1. Persons authorised by the Regulation for the Management of the Department Allowance and Credit Cards may use the company credit card with which they have been provided by the University to cover the expenses provided for in this Regulation.
2. Upon returning from the mission, the person concerned shall request reimbursement following the standard procedure set out in Art. 8 and is required to produce the expense receipts relating to any purchases made using the credit card when reporting the mission. The University is required to recover any amounts paid with the credit card that do not clearly qualify as reimbursable costs because:
 - a. outside the reimbursable expenses;
 - b. exceeding the limits provided for in this Regulation;
 - c. not exclusively related to the performance of the assignment.

Article 15 Specific rules on missions by non-academic staff

1. For the purpose of calculating the service actually performed on a mission, the scheduled working time shall be taken into account. In the event that the duration of the mission is less than the scheduled working time, the employee shall be required to complete the working time according to their role.
2. If the hours referred to in the first sentence of paragraph 1 are exceeded, the excess time shall be regarded as overtime in accordance with the ordinary rules. Time not strictly related to the planned activity, including transport, meals and overnight stays, shall not feature in the calculation. On the other hand, travel time to and from the place of work is fully counted only in the case of one-day missions. In the case of missions lasting several days, it shall only apply to the fulfilment of the scheduled working time.
3. Missions for training, conferences or seminars do not count towards overtime.
4. For the purposes of paragraph 2, the actual hours of mission duty shall be reported by the employee by self-declaration or by a declaration supported by accurate documentation as proof of the service accomplished.
5. Staff employed as vehicle drivers are always considered to be on duty for the duration of the journey, any intervening waiting time and for the time they are otherwise available to staff assigned to the mission.

Art. 16 Temporary and final rules

1. This Regulation is approved by the Academic Senate, pursuant to Article 6, paragraph 1, letter d) of the Statute, subject to the favourable opinion of the Board of Directors. It is issued by Rector's Decree and comes into force on the day following its publication on the University's online notice board.
2. Starting from the effective date of this Regulation, the provisions of the previous Regulation and any further incompatible provisions shall cease to have effect. For missions completed or in progress on the effective date of this Regulation, the previous Regulation shall apply.
3. With regard to authorisation for postgraduate trainees, pending finalisation of the computerised procedure provided for in Art. 3, paragraph 4, authorisation shall be given by the Head of the Department to which they report.