

**UNIVERSITY OF BARI ALDO MORO
DIRECTORATE FOR FINANCIAL RESOURCES
U.O. MISSIONS AND COMPENSATION
OF MISSION ASSIGNMENT**

(It is essential to have the Mobilization of the Missions and Fees taken out before the authorization signatures and before the mission is completed)

The undersigned, _____ responsible for the funds on which the expense will be charged

1-communicate that it intends to go to _____
for _____

2-gives the assignment to Mr. _____ badge nr _____
qualification

PO	RU	PA	ND	D0	D2	DC	CC	PE
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 to go to _____

For _____

In this regard the presumed expenses are configured:

(trip € ; accommodation n. € ; meals n. € ; registration. ; Total €
;

Bari,

Signature of who will carry out the
mission _____

The relative expense will be borne by the funds _____ Chapter _____

UPB _____ Acc. nr _____

BARI,

**The Responsible
U. O. Missions and Remuneration**

The presumed duration of the mission is days, from _____ to _____

He can use:

-ORDINARY VEHICLES: University bus air ship train

-EXTRAORDINARY VEHICLES: **Own car:** * a) special service requirements; b) difficulty in reaching peripheral locations; c) transport of material and / or equipment; d) cost-effectiveness (global expenditure):

The authorization is subject to the occurrence of one or more conditions, which are better specified in the prescribed authorization. **TAXI:** the reimbursement is allowed on the existence of the authorization to the expense. Stamp / signature

Bari _____ **THE Fund Manager** _____

OBLIGATION NOTES

The undersigned cod. fisc.

born in the

domiciled in vian. post
code..... tel

in service at the University of.....tel,
email_____

asks for reimbursement pertaining to the mission to :

A - by crediting to bank account IBAN.....

Credit institution City

Via.....

Bari,

Signature

Sec. B

AUTHORIZATION TO PERFORM THE MISSION

Mr. Prof. Dr. Sig ._____ is authorized to carry out the mission

for the purposes stated in the introduction and for which the financial coverage is
ascertained.

Stamp/ signature

Bari,

Head of the Structure_____

Sec. B / 1 - Request for advance payment for missions in Italy

To the Rector / General Manager

The undersigned whose personal data are listed in **Section A** in execution of the mission that will be carried out at from to the, asks to make use of the Institute of ANTICIPATION.

In this regard the presumed expenses are configured:

trip € _____; accommodation € _____; meals € _____; Total € _____

Bari,

Signature _____

For the reasons given, in accordance with and for the purposes of Article 5, paragraph 8 of Presidential Decree 395/88, the amount of € _____ is anticipated, equal to **75% of the total remuneration.**

The relative expense will be grant by the funds

Spending chapter

UPB Acc. nr.

BARI,

The Responsible

U. O. Missions and Remuneration

Visa: You authorize

THE RECTOR / GENERAL MANAGER

COLLECTION PROCEDURES (see sheet 1 section A)

SUBORDINATE

C - through cash (Economic Treasury)

DECLARE

to receive from the Treasurer of the University of Bari, the sum of € _____; he also undertakes to return the aforementioned amount, within 15 days, in the event of failure to complete the mission.

Sec. C / 1

AUTHORIZATION FOR ALTERNATIVE REFUND PROCESSING IN THE EVENT OF MISSION PERFORMED ABROAD

Mr. Prof. Dr. _____ asks to be authorized to take advantage of the alternative mission treatment to the reimbursement documented as foreseen, by Article 4 of the Ministerial Decree of March 23, 2011.

To this end, it declares under its own responsibility, which is the condition set forth in paragraph 2 of the aforementioned article, which legitimizes the aforementioned type of reimbursement, that is to say, not to use accommodation paid by the Administration, Community Institutions or foreign States.

Bari, _____ **The Applicant** _____

The Visa Manager

You authorize

U.O. Missions and Remuneration

THE RECTOR / DIRECTOR

Sec. C / 2 - Request for advance payment for missions abroad with ALTERNATIVE reimbursement to documented reimbursement - art. 4 of the Ministerial Decree March 23, 2011.

To the Rector / General Manager

The undersigned whose personal data are listed in **Section A** in execution of the mission that will be carried out at from to the, authorized to take advantage of reimbursement for missions alternative to those documented in **Section C / 1** asks to make use of the Institute of ANTICIPATION according to the art.4 of the D.M. March 23, 2011.

In this regard, the following presumed travel expenses are defined, pursuant to the aforementioned art. 1 letter a): (**trip € _____**).

Bari, _____ **Signature** _____

For the reasons given, pursuant to and for the purposes of art. 4 of the Ministerial Decree March 23, 2011, we anticipate the amount of € _____, equal to **100% of travel expenses, in addition to _____%** (up to a maximum of 90%) **of the international flat rate of € _____ x days n. _____ equal to € _____**

Total advance granted € _____

The relative expense will be grant by the funds **Spending Chapter**
UPBAcc. nr

BARI, _____ **The Responsible**
U.O. Missions and Remuneration

DECLERE

to receive from the Treasurer of the University of Bari, the sum of € _____; he also undertakes to return the aforementioned amount, within 15 days, in the event of failure to complete the mission.

Bari, _____ **Signature** _____

Sec. C / 3 - Request for advance payment for missions abroad with documented reimbursement - Articles 1 and 3 of the Ministerial Decree March 23, 2011.

To the Rector / General Manager

The undersigned whose personal data are listed in Section A in execution of the mission that will be carried out at from to the, asks to make use of the Institute of ANTICIPATION in accordance with articles 1 and 3 of the Ministerial Decree March 23, 2011.

In this regard, the following alleged hotel expenses are configured, pursuant to the aforementioned art. 1 letter a):

(accommodation € _____)

Total € _____

Bari, _____

Signature _____

For the reasons given, pursuant to and for the purposes of articles 1 and 3 of the Ministerial Decree March 23, 2011, the amount of € _____ is advanced, equal to 100% of hotel expenses.

The relative expense will be grant by the funds

EXPENDITURE Chapter UPB

Acc.nr.

BARI,

The Responsible

U.O. Missions and Remuneration

Visa: You authorize

THE RECTOR / GENERAL MANAGER

COLLECTION PROCEDURES (see sheet 1 section A)

Subordinate C - through cash (Economic Treasury)

DECLARE

to receive from the Treasurer of the University of Bari, the sum of € _____; he also undertakes to return the aforementioned amount, within 15 days, in the event of failure to complete the mission.

Bari, _____

Signature _____

SEZ. D

To the Magnificent Rector / General Manager

The undersigned Mr. Dr. executing the assignment conferred on him for the service activity off-site (mission to

- a) informs that, will use the own transport means.
- b) asks, to be authorized to use the own means of transport.
- c) asks to be authorized to use the own transport means, for the sole purpose of insurance coverage, well aware that nothing is due as reimbursement of travel expenses.

Communicate in this regard, the following elements:

car type number plate.....driving license nr ..
..... released to.....

the aforementioned vehicle is covered by an RCA / mandatory policy with the company

declares to release the University Administration from any direct and indirect responsibility, because the vehicle mentioned above has been submitted to periodic review and testing in compliance with the road traffic regulations.

(date prior to the completion of the trip)

THE APPLICANT

BARI, _____

View: the motivation cited and signed;

View: the declaration made by the interested party for the purposes of civil and criminal liability

Visa: the Mission Regulations for the economic treatment of the University of Bari;

AUTHORIZE

Mr _____

to carry out the aforementioned mission, within the time frame established in the assignment order.

The expense center will settle nr _____ km x _____ € = _____

(date prior to the completion of the trip) Bari, _____ **FIRMA** _____

SEEN

THE RECTOR / GENERAL MANAGER

Annex 1

MANAGEMENT OF FINANCIAL RESOURCES

U.O. MISSIONS AND COMPENSATION

UNIVERSITY OF BARI ALDO MORO

The undersigned Prof / Dott / Sig. _____

He / She went on a mission on _____ , on behalf
of _____

Declares under its responsibility that the document certifying the purchase of the ticket (s) **AIR / TRAIN / HOTEL / REGISTRATION CONFERENCE** (n . _____ DEL
...)

occurred on the website of the COMPANION AEREA / F.S./ HOTEL STRUCTURE or through
travel agency _____ is the only
documentation in OWN and that it was not and will not be presented for reimbursement at other
bodies or administrations.

We therefore request reimbursement of expenses incurred for a total of € _____

The relevant documentation is attached.

Bari, _____

In faith

Sec. E

(to be completed, signed and presented to the U.O. Missions and Remuneration upon return from the mission)

Day and time of start and end of the mission:

Day	Month	Year	Location and time of departure	Place and time of return

ANALYTICAL DISTINCTIVENESS OF THE SUSTAINED EXPENSES

	REQUEST	DUE
Cod.9907 registration fee for congresses, paid directly by the commander on a mission TOTAL SUB	€	€
Cod ._____ conference registration fee, paid in the name and / or on behalf of the University.	€	€
Railway number tickets	€	€
F.S. (Bed / Single, Special, T2, T3, T4, CC)	€	€
Steamers	€	€
Plane full / reduced fare - agreements / last minute, etc. + life insurance	€	€
Urban transport vehicles	€	€
Extra-urban transport vehicles Transportation for hire (al. Contract for service supply) taxi (authorized)	€	€
€ X Km + Highway toll (number. Documents)	€	€
Tax receipts or meal receipts (number documents)	€	€
Invoices or r / overnight tax (number documents)	€	€
Cod. 9910 / 9911 National / Foreign expenses TOTAL SUB	€	€
TOTAL (1+2)	€	€
RESERVED FOR ACCOUNTANCY		
DIARY FOREIGN Reduction of 20%. Amendment of Legislative Decree 4 July 2006 n. 223		
Code 9908 Foreign exempt quota	€	€
Cod. 9909 Foreign taxable amount	€	€
TOTAL COMPL	€	€
Cod. 9913 Anticipation Recovery	€	€
Withholdings C / Amm.ne 24.20% on Cod. 9909 € foreign-tradeshare	€	€
TOTAL GEN .	€	€