



Guidelines for Travel reimbursement

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This document outlines the information and procedures in the reimbursement process, it will guide you to determine which costs are eligible for reimbursement of travel expenses and how to make your request.

Please note that this guide is based on the rules and conditions contained in the Regulations concerning travels & accommodation issued by the University of Padua (UNIPD), as organizer of the event.

General information:

Each request of reimbursement has to be previously authorised by the UNIPD Department of Information Engineering. To this end an invitation letter will be sent to the applicant stating general information about the event, the period and the eligible expenses.

Travel must be organized in accordance with the criteria of the minimum duration (max 1 day before and 1 day after the event) and of cost-effectiveness of the expenses.

Reimbursement can only be made upon presentation of the original supporting documents of expenses incurred during the event.

No advance payment will be made. Participant must directly pay for all its expenses.

Deadline for reimbursement:

No reimbursement will be made if the required ORIGINAL tickets/receipts/invoices and the compiled reimbursement form are not sent to UNIPD Department of Information Engineering within a period of ONE month after the event's end date.

To avoid delays and enable a better follow-up, please inform UNIPD's Office at the following email : ecir2016-secretariat@dei.unipd.it when documentation has been sent.
In case of lack of ORIGINAL tickets/receipts/invoices or any other justification of cost, cancellation or modification, UNIPD shall not be deemed to ask for missing documentation but will proceed with payment of justified costs accordingly.

Exchange rate used:

For every expense in non-Euro currency, UNIPD's Office will use the Exchange rates of the ECB (European Central Bank) communicated by the Bank of Italy.

The conversion applied is the average rate of the travel period.

Banking information:

Reimbursement will be made by wire transfer, to that end complete bank details must be provided.

The IBAN is mandatory for all accounts located within the European Union countries, ABA/Routing number for accounts located in the USA. The SWIFT (sometimes called BIC) is also mandatory in all cases.

Bank extra fees for incorrect or missing bank details will be charged to the applicant.

The reimbursement will only be paid to a bank account payable to the applicant.

For any further clarification, do not hesitate to contact:

ecir2016-secretariat@dei.unipd.it

Eligible costs:

1. Transport

Transport expenses are reimbursed on production of **original** receipts depending of the used transport means (details hereafter).

The Participant should book the tickets as much in advance as he/she can.

Transportation should occur in a reasonable lapse of time, i.e. max . 1 day before/after the event period, otherwise justification has to be provided.

- **Travel by air:**

Only **economy** class tickets will be reimbursed.

Documents to be provided :

- *original tickets, all boarding passes (compulsory).*
*If the price is not indicated on the ticket, the **travel invoice** must be enclosed along with the original ticket.*

- **Travel by rail:**

Second class train ticket, including compulsory travel supplements, reservations, couchette or compartment supplements are reimbursed.

Documents to be provided:

- *original tickets.*
*If the price is not indicated on the ticket, the **travel invoice** must be enclosed along with the original tickets.*

- **Travel by bus, metro, shuttles from/to airports** are reimbursed.

Documents to be provided:

- *original tickets*

- **Travel by private, rented car or taxi** cannot be reimbursed.

Modification policy:

Reimbursement of modified travels are possible if all the following conditions are respected:

- already bought tickets are non refundable by the transport company (if only partial reimbursement is refunded by the transport company, balance may be reimbursed);
- modification must occur for unforeseeable or incidental events, beyond of the participant's control (force majeure).

NB: Modification prevails over new purchase except if it can be clearly proven that new purchase is cheaper than modification.

Documents to be provided:

- *a self-declaration stating the reasons for modification of the journey*
- *all original tickets*
- *if applicable, documentation relevant to the ticket modification and stating the price paid as well as presentation of satisfactory proof of payment.*
- *Airline's modification policy (if applicable). Lack of documentation precludes refund.*

UNIPD Department of Information Engineering reserves a right to reject the request, even if previously authorized, if such request is not reasonably supported by documentation or does not comply with UNIPD's Regulations concerning travels & accommodation.
e.g. Another unforeseen meeting, workshop, etc. is not considered as a sufficient reason justifying the cancellation, modification or purchase of a second ticket.
Unused portion of tickets are not refundable.

2. Accommodation

- **Accommodation expenses** are reimbursed only for the applicant up to an amount of :
EURO 130,00 per night.

Accommodation should cover a reasonable lapse of time, i.e. max . 1 night before/after the event period, otherwise justification has to be provided.

Documents to be provided:

- *original invoice registered in the applicant's name.*

3. Subsistence

- **Meals expenses** of the applicant during the travel period are reimbursed up to an amount of :
EURO 100,00 per day.

Documents to be provided:

- *original invoice/bill/receipts for one person. The expenditure documents provided for reimbursement must contain the header of the supplier, the amount paid and the details of the purchased goods.*

4. Other expenses

- **Other expenses** which can be reimbursed are :
 - fees for passport visa;
 - standard luggage fees.

Travel insurance, telephone or Internet expenses cannot be reimbursed.

Documents to be provided:

- *original invoices/bill registered in the applicant's name.*