

# **CONSORZIO INTERUNIVERSITARIO RISONANZE MAGNETICHE DI METALLO PROTEINE (C.I.R.M.M.P.)**

## **MISSION REGULATION**

### **Art. 1**

#### **General provisions**

This regulation governs the procedures for authorizing off-site missions and the related economic treatment for expense reimbursement.

Through the mission authorization, the Consortium enables the recovery of expenses incurred by those who, in the interest of the Consortium and as an integral part of an assigned task, must carry out their activities outside their usual workplace, either within the national territory or abroad.

This regulation applies to the members of the governing bodies, employees, affiliated personnel, collaborators, consultants, research fellows, PhD students and holders of research grants collaborating with the Consortium, external participants involved in research projects, Italian and foreign external experts engaged to conduct seminars, lectures and training courses, users of the laboratory, and visiting professors and/or researchers from foreign universities or other research institutions.

The economic treatment of missions consists of reimbursement, based on receipts, of the actual, documented expenses incurred.

“Mission allowances” or per diem payments are not permitted, except where provided for by European regulations for research projects relating to staff mobility (e.g., COST actions).

The Consortium recognizes only the reimbursements explicitly provided for in these regulation.

To obtain the reimbursement for a mission part of an institutional project, it is necessary to comply with the specific reporting rules required by the funding body.

### **Art. 2**

#### **Mission authorization**

For all personnel with any type of contract with the Consortium, including employees, research fellows, or other collaborators, the authorization for the mission constitutes authorization to carry out part of their work activities outside the usual workplace and to incur the authorized expenses.

For personnel external to the Consortium, the authorization represents the appointment to perform at no charge the activities of the mission itself, without prejudice to the reimbursement of the authorized expenses.

The mission request (ANNEX 1) must be authorized by the Project or Contract Manager responsible for the specific budget and by the Director of the Consortium.

For personnel external to the Consortium, the mission authorization implies exclusively the authorization of the expenses. In order to have insurance coverage during the mission period, authorization must also be requested from the individual's home institution.

Those who sign the mission request are responsible for the truthfulness and completeness of the data provided, each for their respective area of competence.

Authorization to carry out a mission does not automatically entail payment of the reimbursement, if the provisions of these regulations are not complied with.

If requested, the person making the request must be able to provide evidence of participation to the mission, through a certificate of attendance, where applicable, or through any other document proving the activity object of the mission for which reimbursement is requested.

### **Art. 3**

#### **Permitted means of transport**

For the choice of means of transport, it is recommended to prioritize the most economical and sustainable option. Should it be necessary to travel in first class or in classes above economy, it should be duly justified and the exception authorized by the Director in advance.

##### **1. Rail travel**

Reimbursement includes the costs incurred for overnight accommodation (sleeper car) and additional charges (e.g., express supplement, mandatory reservation, etc.) are also eligible for reimbursement.

##### **2. Air travel**

Use of a travel agency is permitted only when necessary.

Upgrades to a class higher than economy are always permitted when they do not entail additional costs (e.g., using benefits from airline loyalty programs).

##### **3. Use of private vehicle**

The use of a private vehicle, either in Italy or abroad, is only permitted with prior specific authorization from the Director when:

- it proves to be economically advantageous than standard means of transport (the applicant must demonstrate/provide evidence of the economic advantage);

- the mission destination is not served by rail or other regular public transport, or the schedule of regular public transport is incompatible with the activities of the mission;
- there is a particular service requirement or a documented (or specifically stated) need to reach the mission site quickly and/or return to headquarters urgently;
- it is necessary to transport fragile, heavy, or bulky materials essential for carrying out the mission.

The request will include a statement declaring that the Consortium is relieved of any liability arising from the use of the private vehicle, either for damage caused to third parties or for any damage suffered by the driver, passengers, or the vehicle itself.

#### **4. Use of other means of transport**

The use of rented vehicles, ships, other sea-going vessels, or other “extraordinary” means of transport different from rail and air is only permitted prior specific authorization from the Director.

Anyone on mission may freely use urban public transport (bus, tram, metro) for necessary travel at the mission location.

The use of taxis is permitted when speed, the absence of other public transport, or other particular circumstances make it necessary, up to a daily spending limit of €100.00.

Exceeding this limit may be accepted only if properly justified and approved by the Director.

### **Art. 4**

#### **Accommodation expenses**

The selection of the hotel for overnight stays and the restaurant for meals during the mission must prioritize cost-effectiveness and avoid luxury services. The choice must be proportionate to the circumstances and needs of the mission, applying reasonable and prudent judgment.

Exceptions to these limits are permitted in those cases where the choice of hotel and restaurant is tied to meetings/events organized by other project partners with whom the Consortium is involved.

It is also possible to use residences, bed & breakfasts, or other facilities, if more convenient.

### **Art. 5**

#### **Expense reimbursement procedures**

Upon returning from the mission, the individual must carefully complete the reimbursement request form in use (see ANNEX 2).

The reimbursement request must be accompanied by all original receipts. In case of loss of the original documents, a declaration of certification (pursuant to Art. 46 of Presidential Decree 28/12/2000, No. 445, see ANNEX 3) may be submitted.

Submission of the original documentation may be waived if it needs to be filed with another entity concurring to the reimbursement of expenses. In this case, photocopies of the documents may be submitted, signed by the individual, specifying the entity holding the originals and specifying the amount reimbursed by them.

In those cases where a mission allowance is provided (e.g., COST action), no other documented expenses for the same items covered by the allowance will be reimbursed.

Expense documents must clearly indicate the date, the amount paid, and the purpose of the expense. Receipts must be “detailed,” showing the nature of the expense incurred. For expense documents where the type of purchase is unclear, the individual must provide a statement certifying that the attached invoices/receipts refer to goods or services relevant to the mission.

Expenses in foreign currency will be converted based on the exchange rate shown on a bank statement provided by the individual; otherwise, the average exchange rate on the day the expense occurred, as published by specialized websites or newspapers, will apply.

Without appropriate justification, expenses will not be reimbursed.

Once the necessary checks have been completed and authorization from the Director and the Project or Contract Manager received, the administration will proceed with payment, remaining available to the individual for verification of the mission statement.

The 2025 Budget Law introduced the obligation for traceable payment methods for expense reimbursements.

All expenses for meals, accommodation, and transport by non-scheduled public services (taxi and chauffeured car services) must be paid using credit/debit cards, prepaid cards, bank transfers, or other methods that ensure traceability and identification of the payer.

Therefore, each expense receipt must be accompanied by proof of payment using one of the above methods. If such proof is unavailable, a bank or credit card statement showing the payment may be provided.

Expenses for transport by public services may still be paid in cash.

If payment is not traceable, the expenses will be treated as income and therefore subject to taxes and contributions.

## **Art. 6**

### **Reimbursement of transportation expenses**

In accordance with the provisions of Art. 3, the following expenses are reimbursable:

### **1. Rail travel expenses**

Cost of the journey (including any express supplement, mandatory reservation, sleeper berth, sleeping car).

### **2. Air travel expenses**

Cost of the air ticket. Copy of the boarding pass must be included to the documentation.

Expenses for the traveler's flight insurance coverage are reimbursable.

Agency fees must be clearly indicated in the receipt/invoice.

### **3. Expenses for the use of a private vehicle**

The mileage allowance for the use of a private vehicle is calculated as follows, using the services available on the website [www.aci.it](http://www.aci.it):

The number of kilometers traveled from the municipality where the workplace is located to the municipality where the mission takes place (choosing the shortest route) will be multiplied by the per-kilometer cost (<https://costikm.aci.it/home>).

For the calculation of the per-kilometer cost, personnel requesting reimbursement must indicate in detail the brand, model, horsepower, and fuel type of the vehicle used, as well as the vehicle's annual mileage.

Costs of motorway tolls upon submission of the corresponding receipts (if payment of the toll is made using Telepass, the expense must be documented by presenting the related invoice or web account statement).

Parking expenses for short stays are reimbursable, while those for extended stays require a justification and the director's authorization.

Fines are not reimbursable.

### **4. Expenses for the use of other means of transport**

*Cost of the rented vehicle:* cost of the car rental and insurance coverage limited to medium-sized vehicles.

For the mileage allowance, motorway tolls, parking and other costs, the same provisions as in Art. 6, point 3 (use of private vehicle) apply.

*Maritime transport expenses:* cost of the ticket, including any berth.

All costs incurred for local travel using *public service vehicles* or taxis (in the permitted cases) are reimbursable, provided they are documented by the appropriate ticket and/or receipt.

If the travel tickets do not show the price, an updated printout downloadable from the transport company's website must be attached.

## **Art. 7**

### **Reimbursement of accommodation expenses**

In accordance with the provisions of Art. 4, the following expenses are reimbursable:

#### **1. Overnight stay expenses**

All costs documented by invoice and/or receipt limited to accommodation (see also Art. 4) are reimbursable.

Costs exceeding the accommodation itself (minibar, room extras, laundry, etc.) are not reimbursable.

Phone calls made from the hotel are reimbursable only if specifically requested and with an appropriate declaration of the reason and relevance to the mission's purpose.

Reimbursement of a double room for single use is allowed. If a double room is used by two people, the portion of the amount charged to the second person, as specified on the invoice, will not be reimbursed. If this amount is not clearly indicated, only half of the invoice amount will be reimbursed.

Accommodation expenses may include breakfast, half board, or full board. In the case of half board, only one additional daily meal receipt will be reimbursed. In the case of full board, no further meal expenses are reimbursable.

If breakfast is not included in the accommodation cost, its reimbursement may be allowed.

Reimbursement of overnight stays in residences or apartments is allowed if economically more advantageous than the average hotel costs in the same location. In this case, a rental receipt compliant with the applicable tax regulations must be presented.

For online bookings, an electronic receipt in the name of the traveler is required.

Any mandatory tourist or lodging taxes included in the accommodation costs are also reimbursable.

#### **2. Meal expenses**

Meal expenses are reimbursed upon submission of the relevant original invoices, receipts, or fiscal receipts, up to a daily limit of €100.00, reduced by 50% if the mission's duration entitles the traveler to only one meal (see also Art. 4).

Receipts must clearly list the individual items purchased and must show that the establishment is authorized to serve food and beverages.

Receipts/invoices from supermarkets, grocery stores, etc., are reimbursable only for items relating to foodstuffs that can be consumed as meals.

in the case of a single receipt for several diners, the amount for which reimbursement is requested must be specified. . A receipt relating to several diners, to whom the applicant declares to have offered the meal, may also be reimbursed in full, indicating the first and last names of these colleagues.

### **3. Other telephone and internet connection expenses**

Telephone expenses and services provided by internet providers that enable web access, incurred for mission-related purposes and duly documented by appropriate receipts, are reimbursable.

### **4. Registration fees for courses and conferences**

All costs incurred for registration to congresses and/or conferences (including any membership fees to the organizers) are reimbursable.

If the registration fee includes accommodation and/or meals, no further reimbursement of lodging or meal costs is allowed.

### **5. Insurance and visa expenses**

Expenses incurred for any insurance coverage, not already provided by the home institution or otherwise existing, which are absolutely necessary for the mission and aimed at protecting both the individual and the Consortium, are reimbursable. For example:

- Health insurance for missions in countries where national health assistance is not extended or where no agreements for reimbursement or indemnity by the Italian State exists;
- Expenses for vaccinations required for the destination country, carried out through the National Health Service;
- Insurance for theft and loss of luggage.

Reimbursement will be granted upon specific request, including a statement that the coverage is instrumental to the mission itself. The cost of coverage must be duly documented and the policy details must be provided.

Expenses incurred for obtaining a visa, when mandatory for the destination country, are also reimbursable.

Full reimbursement of consular visa fees and brokerage fees is allowed.

## **Art. 8**

### **Reimbursement of expenses for the organization of meetings**

For the organization of meetings and gatherings related to research projects/contracts, documented expenses (meals, stationery, venue rental, etc.) are reimbursable specifying the purpose of the meeting and the list of participants in the meeting/gathering.

## **Art. 9**

### **Mission advance payments**

For authorized missions it is possible to request an advance payment by submitting the advance payment request form (Annex 4) in which the applicant undertakes to return to the Consortium the amount of the advance in case the mission cannot be carried out due to force majeure.

Upon return from the mission, the applicant has to submit to the administration all original receipts for the expenses incurred.

If the total expenses incurred are less than the amount advanced, the applicant must reimburse the difference to the Consortium.

### **Art. 10**

#### **Expiration of the right to mission reimbursement**

The request for expense reimbursement must be submitted to the Consortium administration promptly upon the completion of your mission, and no later than six months afterward. If the project or contract to which the expense is charged concludes before this six-month period, the request must be submitted ahead of that deadline. The expiration period begins on the date the mission ended.

### **Art. 11**

#### **Transitional and final provisions**

Any exceptions to the regulations must be authorized by the Director.

This regulation applies starting from the date of approval by the Board of Directors.

The entry into force of this regulation implies the immediate effectiveness of all the rules contained herein and the repeal of all previous provisions adopted by the Consortium on the matter.