

HOW TO AVOID FREQUENTLY MADE “MISTAKES/OMISSIONS”  
WHEN REQUESTING REIMBURSEMENT FOR SCIENTIFIC TRAVEL  
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**FIRST IMPORTANT RULE: ALWAYS CONSULT THE REGULATIONS GOVERNING REIMBURSEMENT OF EXPENSES WHICH CAN BE FOUND ON SISSA’S WEB PAGE BEFORE PRESENTING YOUR M1/M2:**

<http://www.adm.sissa.it/missioni/english> Regulations for travel reimbursement

<http://www.adm.sissa.it/missioni/indice> Regolamento e rimborso spese(in Italiano)

Check whether the foreign institute you are travelling to has an international agreement with SISSA. The list can be found on SISSA’s web page: <http://services.sissa.it/home/> Otherwise consider the possibility of establishing one. Contact your Area Secretary about this.

**M1 – Before leaving**

- 1) The M1 form must be signed (by yourself and those authorizing the trip) and handed in together with the Estimation of Expenses form (the latter is not required for permanent staff) to the Area Secretariat at least 7 days before departure. Clip them together to avoid them getting separated. If you are requesting an advance (max. 75% of estimated expenses) you should present the M1 15 days before departure. Use the forms found online to be sure that they are up to date.
- 2) If your trip is being paid from two different funds it is necessary to present an M1 form and an Estimation of Expenses form for each fund. If you request an advance this must be up to a max. of 75% of the expenditure of each M1.
- 3) Always indicate the position held at SISSA on the M1 and attach a Personal Data form (also available online) if you are a member of another institution. If you have already presented a Personal Data form indicate in all subsequent M1s that the information already presented is still valid. Also, if you are a member of another institution or external collaborator (see Art. 2, points 4,5,6,7 of the Regulations), a letter of authorization, signed by the scientist in charge regarding your involvement in the project which is financing your trip, should be attached.
- 4) If a journey does not start or end in Trieste, a justification for this must be indicated in the M1 form “Any other communication/authorization” (e.g. residence, place of work). If the place is neither your place of residence or work, it is necessary to produce documented proof that the travel expenses are not more expensive than starting or ending in Trieste.

5) For trips abroad, consult the attachment to the Regulations to verify the maximum daily amount reimbursable either for hotel or meal expenses for the country you are travelling to (<http://www.adm.sissa.it/missioni/english> - select “Daily limits for meals abroad”) Expenses incurred over the limit will not be reimbursed. Please note that a daily meal allowance of 40 euros does not mean that if you go away for 10 days you have 400 euros to spend. Each day is considered individually.

6) Indicate if you intend to request prepaid tickets (airplane tickets).

## **M2 – On returning**

1) The M2 must be presented within 60 days from the end of the trip, with all the sheets clipped together.

2) The time, date and location of the start and end of the journey must always be indicated in the M2.

3) If you include an expense which was not previously authorized in the M1 form, you must request the Area Coordinator (for Area funds) or the person responsible for external funds to sign next to the added expense indicated on the M2 form.

4) If your departure is a few days before the start of a conference/workshop/school, only the accommodation and meal receipts presented for the day before the start of the conference will be reimbursed. The same applies at the end of the conference. If the conference is preceded or followed by scientific collaboration with researchers of the guest institution, this must be specified, and eventually a brief report attached to the M2 (see “Use of external funds” below).

5) A declaration of participation at a conference/workshop/school must be attached if paid from external funds (PRIN, FIRB, Regione, CE etc.). This is a specific requirement for these funds. If the participation is funded from School/Sector funds, either a declaration of participation (obligatory in the case of postdocs (eg. Assegni di ricerca) and students) should be presented or the link of the event should be indicated.

6) Regarding visits for scientific collaboration, postdocs (eg. assegni di ricerca) and students should also attach an email from the person they were visiting in which they confirm your presence.

7) All receipts must be original (no photocopies) fiscally valid documents, numbered and stapled in chronological order on a sheet of paper, according to the type of expense (e.g. all travel tickets together, all meal receipts together etc.). Receipts for travel expenses, hotels and meals etc. must be individual. The only exception to this rule being when two people share a room in a hotel when attending the same conference/school, thus resulting in a saving as a double room costs less than two singles. The description of the receipts must be indicated in chronological order, according to the type of expense, in the M2 form (attach a new sheet if necessary).

8) Receipts presented in languages other than Italian/English/French/German/Spanish must be accompanied by a description of what they are for (eg. meals/supermarket/travel/accommodation).

9) Receipts issued in currencies other than Euros must be indicated in the M2 in the original currency. It is not necessary to calculate the amount in Euros.

10) Credit card receipts cannot substitute original receipts/invoices from hotels/restaurants etc.

11) Any clarification must be printed on a separate sheet and signed. Notes must not be made on the receipts.

12) Do not use coloured highlighter pens on receipts.

### **Travel**

1) If the price is not shown on the bus/tram ticket, a print out of the price from the bus/tram company must be attached to the M2.

2) The use of a taxi must be authorized in the M1 and the reason indicated in the M2. The receipt must include the date and the place the taxi journey started and ended.

3) Use of one's own car must be authorized (both in the M1 and with the A1 form) beforehand and justified and documented (if it is a cheaper form of travel). The fact that it is "faster" is not considered by itself an appropriate reason.

4) Remember to present both M1 and A1 forms even if the funding of your trip is covered by another institution.

5) It is necessary to indicate on the authorization form the type of fuel the car runs on (petrol/diesel). It is not necessary to calculate the amount in Euros except for a rough estimate of the expense ( $\#km * \text{unitary price of fuel}/5$ ).

6) The cost of the Science Bus may be reimbursed if one of the conditions indicated in paragraph. 8.3 of the Regulations is met, and must be authorized prior to the journey. Before booking the Science Bus online ([www.science-bus.com](http://www.science-bus.com) - email bookings are not accepted) it is necessary to obtain a "code number" from the Area secretary to benefit from the preferential rates for SISSA personnel (see attached price list). Failure to indicate the code number when booking will mean that you will not be reimbursed from SISSA for this expense. For accounting reasons, it is no longer possible to request that this expense be prepaid by SISSA.

Payment should be made directly to the driver by POS (cash card), credit card or cash. Read carefully the Science Bus regulations on their homepage before booking.

Please note that the science bus will not wait for you for more than 5 minutes at the scheduled bus stop.

### **Accommodation**

1) The number of nights and the dates must always be indicated on the invoice/receipt of hotels/residences/apartments.

### **Meals**

1) It is necessary to request an individual bill when dining with other people. It is not possible to reimburse (even partially) receipts for meals at which more than one person was present.

2) Only in the case that it is not possible to ask for a separate bill for meals and accommodation, or meals and registration, an explanation has to be given about which sub-total refers to meals and accommodation or registration, specifying the period and exact number of days to which the bill refers.

3) The meal receipts must be numbered and stapled in chronological order and the dates clearly indicated.

### **Internet/Telephone calls**

1) A request for reimbursement of internet/telephone costs must be accompanied by a signed declaration that this was for work purposes.

### **Other reimbursable expenses**

1) Travel agency fees

2) Visa expenses (enclose a photocopy of the visa)

3) Enrolment fees for conferences, courses, etc. Please note that if the invoice for the registration fees includes the cost of an abstract, this expense is paid from a different item in the budget (“Expenditure for publications”) and thus requires a separate request for reimbursement. Similarly, if you had to subscribe to a society to benefit from a reduction in cost for the enrolment fee, this cost too requires a separate request for reimbursement as it is paid from the item “Other reimbursable expenses”.

### **Use of External Funds**

1) If your trip is paid from external grants (PRIN, FIRB, Regione, European Commission etc.) you should also present a short report indicating the name of the researcher with whom you collaborated and a description of the research carried out, which should of

course be in line with the research project of the grant. This report is a specifically required by the funding bodies.

**Special SISSA Science Bus Rates:**

**To/from Trieste, Venice, Treviso and Ljubljana Airports – one way**

Trieste Ronchi dei Legionari, euro **14,50** IVA incl. per person

Venice \*, 1 person euro **150,00** IVA incl.

2 persons from SISSA euro **85,00** each.

If the other person is from another Institution the price is euro **88,00** IVA incl. each.

Treviso \*, 1 person euro **160,00** IVA incl

2 persons from SISSA euro **88,00** each

If the other person is from another Institution the price is euro **88,00** IVA incl. each.

Ljubljana, 1 person euro **110,00**. IVA incl

a reduction will be applied for the second person.

A surcharge of euro 2,00 will be added for night flights (21.00-08.00) just for Trieste airport

A 20% surcharge will be added on Sundays and public holidays just for Trieste airport

Payment should be made directly to the driver by means of cash, POS, Visa-Mastercard and a receipt/invoice will be given.

**To/from Milan, Rome, Naples and Turin Airports – one way**

Milan Airport, Linate – to/from Milan, **17,60 €**. IVA incl. per person

Within Area C – outside this Area - **22,60 €** IVA incl.

Roma Airport, Fiumicino – to/from Rome, **20,00 €**. IVA incl per person for scheduled collection places

Other places: **30,00 €**. IVA incl

Naples Airport, Capodichino – to/from Naples, **20,00 €**. IVA incl per person for scheduled collection places

Other places: **30,00 €**. IVA incl

Turin Airport, Caselle – to/from Turin, euro **20,00 €** IVA incl per person for scheduled collection places

Other places: **30,00 €**. IVA incl

A surcharge for public holidays or night time runs is not applied for Milan, Rome, Naples and Turin airports.

If you do not turn up for the Science Bus that you have booked, you will be charged the entire fare.