



## UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA

*To all visiting staff members or international staff:*

Good morning,

**We have attached the mission form you will need in order to request reimbursement for your expenses.**

In the section titled "*Space reserved for the applicant*", please indicate the institution where the mission took place.

Make sure to fill in all required fields, including your surname, first name, academic title (e.g., Full Professor), and the administrative body to which you are affiliated.

When you find "*Requests permission to carry out the following mission*", please fill in the form with:

- the mission location,
- the start and end dates and times of the mission,
- and the reason for the mission, which should be clearly stated in the "*Subject line*" (e.g., PhD Examination Board).

If the mission involves external personnel, it must be registered under *University Funds*.

Please, complete the form by entering:

- the total amount you are requesting for reimbursement,
- and a detailed list of your expenses, to be provided in the *TOTAL REFUND* sheet.

On **page 3**, please include the following details:

1. the number of kilometres travelled, if you used a personal car to reach the mission destination;
2. whether a taxi was used and the reason selected, by checking the appropriate box;
4. a mandatory checkbox, confirming you are requesting reimbursement for all mission-related expenses—please, attach the original receipts for each expense.

In the ANNEX 1 – PERSONAL DATA sheet, provide your identification and banking details and sign the relevant pages.

In the bank account section, it is essential to include both your **IBAN** and **SWIFT** codes.

Once the form is fully completed and signed, please send it together with:

- all original invoices and/or receipts,
- and a copy of your passport (if applicable),

in a sealed envelope to the following address:

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**Università degli Studi dell'Insubria**

*Ufficio Trattamento Economico*

*Rimborso spese di missione*

*Via Ravasi, 2*

*21100 Varese (VA)*

*Italy*

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We kindly advise you **not to make payments in cash**. Always ask for receipts that allow the transaction to be traced.

Please note that cash expenses are subject to taxation.

To ensure proper processing of your reimbursement, all original receipts must be submitted.

If your expenses were paid online, a digital copy will suffice and can be sent via email.

Lastly, we strongly recommend keeping **copies of all your receipts**, in case any documents are lost during mailing.