

Regulations for Staff Missions of Università Carlo Cattaneo - LIUC

Article 1 - Aims and Objectives

Definition of 'Mission'

A(ny) mission carried out by an employee/'non' employee (hereinafter referred to as 'employee') of Università Carlo Cattaneo - LIUC is governed by these regulations. The term "mission" refers to the performance of work activities outside the normal place of employment, both nationally and internationally, in the interest of the University.

Objectives of a Mission

A mission's objectives must be consistent within the University's institutional aims and may include, but are not limited to:

- participation in conferences, seminars, workshops and other academic events;
- conducting research and scientific collaboration;
- representation of the University to national and international bodies, institutions and partners;
- participation in professional training and refresher courses;
- conclusion of agreements and partnerships;
- national and international accreditation procedures;
- management of institutional and administrative relations;
- supervision and monitoring of projects and operational activities;
- participation in trade fairs, exhibitions and promotional events.

Aims of a Mission

A mission must aim to:

- promote the academic and professional growth of staff;
- strengthen the network of academic and scientific collaborations;
- disseminate and acquire innovative knowledge and best practices;
- contribute to the development and internationalisation of the University.

Art. 2 - Authorised persons

A mission can be carried out by the following:

a. Employees:

- teaching and research staff;
- administrative technical staff.

b. 'Non' employees:

- employees of other universities, including foreign universities, public administrations and private entities included in the research programmes with expenditure charged to the relevant funds;
- research assistants, that are included in research programmes with expenditure charged to the relevant funds;
- students, who are entrusted with teaching, research, consultancy or technical-administrative tasks by means of a work contract or other contract provided for by the provisions in force;
- Holders of research grants/contracts or post-graduate scholarships granted by the University, as well as students enrolled on PhD courses who carry out their activities at Università Carlo Cattaneo - LIUC at administrative or consortium headquarters.

c. Special Provisions

a. Leave and leave of absence

An employee placed on leave or leave of absence, except as provided for in the following point, may not be assigned to carry out a mission.

b. Exceptions for research activities

Teaching and research staff who are on leave for research and study purposes or authorised to carry out exclusive scientific activities and who hold research funds or are formally included in the relevant research group, are entitled to reimbursement of expenses, as governed by these rules, for a mission carried out in the context of such research.

Art. 3 - Authorisation Procedures

a. Request for Authorisation

The request for authorisation of a mission must be made in writing using the appropriate form (Mod M001), annexed to these regulations.

This form must be submitted to the "Ufficio acquisti" acquisti@liuc.it before the mission itself begins, normally at least 5 working days before the mission starts.

The following must appear in the editable form:

- a) first name and surname;
- b) mission locations;
- c) estimated start and end dates of the mission;
- d) object of the mission;
- e) signature of the person in charge and the project leader;
- f) signature of the Director General/Rector (or their delegate);
- g) RDA number (Purchase Request - see point "c. Budget Verification" below).

In the event of urgency where it is not possible to produce the form in good time, an e-mail must be sent to acquisti@liuc.it with an indication of the data (*lett. a-g*), followed by the appropriate form as soon as possible. Otherwise, the mission shall be deemed not to have been authorised and no reimbursement of any expenses incurred shall be made.

Employees who have a recurrent need to carry out a mission and travel related to a specific project or cost centre may fill in one generic monthly mission form, instead of a specific one for each mission.

In the event that the destination or date of a mission is changed with respect to what was entered in form M001, the "Ufficio acquisti" must be promptly informed by e-mail, indicating the mission references including the RDA number (Purchase Request - see point "c. *Budget Verification*" below).

b. Approval of a Mission

The request for a mission must be approved by the Chief Executive Officer or the Rector, or their delegate.

Approval must take into account the relevance of a mission to the institutional purposes.

c. Verification of the Budget

The execution of a mission is subject to authorisation by the Project Manager, who must ascertain that the expenditure is covered and that the object of the mission and the purpose for which the funds have been allocated are congruent.

The Administration and Finance Service (SAF) verifies the availability of the necessary funds to cover the mission expenses and approves the corresponding charge.

The expenditure incurred by a mission must be entered into the management system by means of a Purchase Request (RDA), which will be audited and approved by the SAF.

Art. 4 - Duration of the mission

Reimbursement for a mission carried out on national territory cannot be paid, for continuous missions in the same location, for more than 30 days.

This limit is raised to 90 days for a mission abroad.

As regards a stay abroad for study purposes, by grant holders and doctoral students that extend beyond the terms indicated in the previous paragraph, a lump-sum allowance will be paid, to be determined on a 'case-by-case' basis in accordance with the law and budget availability.

For tenured and contract teaching and research staff, if the duration of a mission exceeds 30 days or, even if it is shorter, which may affect the progress of the teaching activity assigned to the subject, the authorisation is also subject to the opinion of the Director(s) of the School(s) concerned.

Art. 5 - Means of transport and reimbursement of travel expenses

a. Means of transport

An employee on a mission is required, unless they have been authorised to use extraordinary means, to use ordinary means.

a.1 Ordinary means:

These are considered ordinary means:

- (a) train;
- (b) other vehicles in regular scheduled service (airplane, ship, bus, etc.);
- (c) vehicle owned by the employee, up to a maximum distance of 700 km;
- (d) leased vehicles;
- (e) taxis and hired cars with driver, in the event of logistical or emergency needs.

a.2 Extraordinary means:

A vehicle owned by the employee for journeys exceeding 700 km is considered an extraordinary vehicle. For a mission both in Italy and abroad, such use is always subject to prior authorisation and the existence of one of the following conditions:

- when there is an economic advantage, ascertained by comparing the overall expenditure (travel expenses, possible board and/or lodging expenses) with the ordinary means of transport and the equivalent expenditure with the use of the extraordinary means of transport; to this end, the interested party must indicate in the request any useful elements of comparison;
- when the place of the mission is not served by rail or any of the other ordinary means of transport;
- when there is a special service requirement or a stated need to reach the place of assignment quickly;
- when delicate and/or bulky materials and instruments, indispensable for the performance of a mission must be transported.

b. Travel expenses

b.1 Travel by train/airplane

Airline and train tickets will be purchased in advance by a company credit card, or bank transfer, managed by the "Ufficio acquisti", subject to a request being submitted at least 5 working days before departure and subject to verification of RDA's budget capacity. The procedure involves the following steps:

- i) The employee concerned, or the relevant secretariat, carries out a preliminary search to identify the available transport options, selecting those with the most favourable fares compatible with the requirements of the mission.

- ii) The employee concerned, or the relevant secretariat, sends to acquisti@liuc.it the following data:
- RDA reference number
 - Specifications of the chosen train/flight:
 - Train/flight number
 - Date and time of departure and return
 - Station/airport of departure and arrival
 - Any incidental expenses:
 - Checked-in luggage
 - Luggage storage
 - Place reservation
 - Other incidental expenses

For the purchase of any short train journeys during the mission, the travel ticket (even virtual) or the purchase receipt must be presented in order to be reimbursed.

For all aspects not explicitly provided for in this section, reference is made to the centralised procedure for the purchase of rail and air tickets.

b.2 Car trips

An employee who use their own car as the means of transport is entitled to an allowance per kilometre calculated by multiplying the coefficient indicated in *Appendix 1-Maximum (Code 5.1)* by the number of kilometres travelled, calculated by reference using www.viamichelin.it

For the purpose of determining the reimbursement of travel expenses by the means of transport owned by the employee, the place of departure shall be considered to be the residence of the employee concerned, except where the start of a mission involves departure from the University premises.

Reimbursement of motorway toll expenditure is permitted on presentation of the relevant supporting document. In the case of payment by electronic toll collection (e.g. Telepass), reimbursement on the invoice/account statement of the toll collection company is permitted, provided that the contract is in the name of the employee submitting the expense statement. Reimbursement of expenses incurred for paid parking of the car is also allowed.

b.3 Taxis

The use of taxis is reimbursed at the maximum daily rate indicated in *Appendix 1-Maximum (Code 5.2)*.

Fuel costs are also reimbursed for the use of hired cars.

Art. 6 - Eligible Expenditure

Only expenses incurred and documented for a mission are reimbursed:

- food
- accommodation
- transport and parking
- registration and participation fees
- documented material and telephone expenses for service purposes

Art. 7 - Reimbursement of expenses for food, accommodation, registration and telephone charges

The reimbursement of expenses advanced by the employee in charge of a mission, up to the limits indicated below and within the availability of the project of the activity, is subject to the presentation of appropriate documentation. Undocumented expenses shall not be reimbursed.

a) Advance purchase of overnight stays

It is possible to purchase overnight stays in advance by a company credit card or bank transfer, managed by the "Ufficio acquisti", subject to a request by the employee to be submitted to acquisti@liuc.it at least 10 working days prior to departure and subject to the RDA's budget capacity check.

b) Advance purchase of conference registrations

It is possible to pay for conference registrations in advance by corporate credit card or bank transfer, managed by the "Ufficio acquisti", subject to a request to be submitted to acquisti@liuc.it at least 5 working days before the registration deadline and in any case subject to the RDA's budget capacity check. In this case, the availability of the employee carrying out a mission may be required in order to provide the data necessary for registration.

c) Overnight stays in the case of conference registrations

In the case of participation at conferences and the like, for which participating hotels directly connected to the event are provided, it is possible to exceed the envisaged ceilings by the employee providing appropriate documentation.

(d) Expenditure limits:

Evidence of expenditure for food and accommodation not exceeding the daily limits specified in *Appendix 1-Maximum* can be submitted:

- Italy: *Code 7.1*
- Foreign: *Code 7.2*

For individual expenditure categories:

e) Expenditure limits for food expenses:

The limits for food expenses are indicated in *Appendix 1-Maximum amounts*:

- Italy: *Code 7.3*
- Foreign: *Code 7.4*

Documentation for the consumption of food abroad is considered to be produced when the document contains the name of the caterer, the amount paid and the reason for payment.

f) Expenditure limits for accommodation costs:

The limits for accommodation costs are set out in *Appendix 1 - Ceilings*:

- Italy: *Code 7.5*
- Foreign: *Code 7.6*

If these limits cannot be met, the expenditure is exceptionally admissible provided that the circumstance is adequately documented with the absence on site of hotels with rates below the indicated limit.

(g) Clarifications:

- The above limits are halved if a mission does not exceed nine hours on the referenced day.
- No reimbursement will be made for undocumented costs of any kind and no partial reimbursement will be made if the limits are exceeded.

The expenditure limits indicated in this article will be adjusted periodically.

Art. 8 - Daily Allowance

For a mission abroad by technical-administrative employees, a travel allowance is provided, the daily values of which are indicated in *Appendix 1-Maximum (Code 8.1)*.

This allowance is reduced by 1/3 in the case of accommodation expenses (*Code 8.2*), by 1/2 in the case of meal expenses (*Code 8.3*), and by 2/3 in the case of accommodation and meal expenses (*Code 8.4*).

For a mission in Italy by technical and administrative staff, a travel allowance is granted for each day of a mission in addition to the reimbursement of expenses recognised by the previous articles (*Code 8.5*).

A daily subsistence allowance is paid when a mission lasts more than 12 hours.

The allowance must be explicitly requested by the employee concerned when submitting the expense report, indicating the time and date of the start and end of the travel.

Art. 9 - Advances of mission expenses

An employee entrusted with a mission is entitled to request an advance of 100% of the presumed cost of the mission as set out in the relevant commitment of expenditure.

The request must be submitted to SAF amministrazione@liuc.it at least 10 working days before the start date of the mission, except in exceptional and proven cases of urgency.

The sum will be paid by bank transfer.

An employee who had requested and obtained the advance in question is required, once a mission has been completed, to send to the competent office as soon as possible, no later

than 30 days after a mission has been carried out, all the documentation necessary for the settlement of a mission, together with any unused sum. No advance shall be paid to any employee who has not yet accounted for the expenses of a previous mission.

An employee who, after having obtained the advance, is unable to carry out the mission, must return the advance received no later than 10 days after the date on which the mission should have begun.

If any unused amount is not returned within the time limit, it will be deducted from the employee's salary.

Article 10 - Representation Expenses

Representation expenses related to lunches, dinners, breakfasts and coffees offered to representatives of other institutions, companies or entities are reimbursed after an approved expense authorisation (RDA) indicating the name and entity of the guests.

There are no specific ceilings for entertainment expenses, however, it is required that such expenses be incurred with common sense and moderation, taking into account the need to ensure a responsible use of resources.

Art. 11 - General Provisions

The request for reimbursement of expenses must be submitted by the employee using the appropriate form (Mod NS003) attached to these regulations.

The form, which is available in an editable PDF version, must be submitted to acquisti@liuc.it accompanied by valid tax receipts, scanned in PDF format.

Expenditure slips for the settlement of reimbursement must in any case be submitted to the Purchase and Reimbursement Office in original, virtual slips will only be accepted for those documents that already have this feature (e.g. electronic airline tickets).

Evidence of expenditure, such as invoices or receipts, must be in the name of the employee claiming reimbursement.

In the event that, for exceptional reasons to be agreed upon with the Purchase and Reimbursement Office, slips will be made out in the name of the University, they must contain the following data:



UNIVERSITA' CARLO CATTANEO – LIUC
Corso Giacomo Matteotti, 22
21053 Castellanza (VA)
VAT number/P.IVA IT 02015300128
Recipient code M5UXCR1
PEC: ufficio.amministrazione@pec.liuc.it

VAT-registered persons shall submit the expense report with copies of the supporting documents attached. If the latter relate to small expenses, they must be combined in a single expense claim, where possible. To obtain reimbursement, a regular invoice must then be issued on the form received from Human Resources Development and Management Services (ufficio.personale@liuc.it). An exception is made for reimbursement of expenses relating to missions undertaken by PhD students with a VAT number, who will not be required to issue an invoice, but will be reimbursed on a lump-sum basis, only for the activities envisaged in the Announcement or in the Regulations of the cycle to which they belong. In the latter case, any original supporting documents must also be submitted.

In the case of funded projects, expenditure ceilings are dictated by the regulations of the funding body.

When travelling abroad, currency exchange will be carried out by referring to <https://tassidicambio.bancaditalia.it/terzevalute-wf-ui-web/converter>. The exchange rate applied by the employee's own bank will not be recognised. Bank fees and charges are not refundable.

Article 12 - Settlement of Expenses

Expense reports complete with all supporting documents and authorisations governed by these rules, if submitted to the “Ufficio acquisti” by the 10th of the month, will be reimbursed by the end of the following month, unless exceptions are notified in advance.

Article 13 - Final and Concluding Rules

The rules of these regulations also apply to any reimbursement of expenses to employees within the framework of internationalisation programmes identified in accordance with the rules defined by the Academic Council.

Participants in research projects who are invited to come to the University for conferences, workshops or other academic events may be reimbursed for travel and accommodation expenses, provided that such expenses are authorised and documented in advance in accordance with these regulations.