

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

Mission Regulation Handbook

For complete rules and instructions see the “CIRMMP mission regulation” document available at:

<https://www.cerm.unifi.it/rimborsi-e-missioni>

- **General provisions** - The economic treatment of missions consists of reimbursement, based on receipts, of the actual, documented expenses incurred. **(Art. 1)**
- **Mission authorization** - 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. **(Art. 2)**
- **Permitted means of transport** - It is recommended to prioritize the most economical and sustainable option
 - Rail travel**
Costs incurred for overnight accommodation (sleeper car) and additional charges (e.g., express supplement, mandatory reservation, etc.) are also eligible for reimbursement.
 - Air travel**
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).
 - 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.
The motivated request will include a statement declaring that the Consortium is relieved of any liability arising from the use of the private vehicle, either for any damage caused to third parties or for any damage suffered by the driver, passengers, or the vehicle itself.
 - 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 with 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. **(Art. 3)**

- **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. **(Art. 4)**
- **Expense reimbursement procedures** - Upon returning from the mission, the individual must carefully complete the reimbursement request form in use at the Consortium (see ANNEX 2).
The reimbursement request must be accompanied by all original receipts.
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.
Expenses for transport by scheduled public services may still be paid in cash.
If the payment is not traceable, the expenses will be treated as income and therefore subject to taxes and contributions. **(Art. 5)**
- **Reimbursement of transportation expenses** - The following expenses are reimbursable:
 - Rail travel expenses***
Cost of the journey (including any express supplement, mandatory reservation, sleeper berth/car).
 - Air travel expenses***
Cost of the air ticket.
Copy of the boarding pass must be included to the documentation. Agency fees must be clearly indicated in the receipt/invoice
 - Expenses for the use of a private vehicle***
The mileage allowance for the use of a private vehicle is calculated using the services available on the website www.aci.it.
Costs of motorway tolls are reimbursed upon submission of the corresponding receipts.
Parking expenses for short stays are reimbursable, while those for extended stays require a justification and the director's authorization.
Fines are not reimbursable.
 - Expenses for the use of other means of transport***
 - Rented vehicle.*** Cost of the car rental and insurance coverage limited to medium-sized vehicles will be reimbursed. For the mileage allowance and other costs, the same provisions as in Art. 6, point 3 (use of a private vehicle) apply.
 - Maritime transport expenses.***
All costs incurred for local travel using *public service vehicles* or taxis are reimbursable, documented by the appropriate ticket and/or receipt.**(Art. 6)**

● **Reimbursement of accommodation expenses** - The following expenses are reimbursable:

1. Overnight stay expenses
2. Meal expenses
3. Registration fees for courses and conferences
4. Insurance and visa expenses

(Art. 7)

● **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. 8)**

● **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. **(Art. 9)**

● **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. 10)**

● **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. **(Art. 11)**