REFUNDABLE EXPENSES LIMITS FOR MISSIONS IN ITALY

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| --- | --- | --- | --- |
|  | **Professors, General director, managers, rsearchers and PTA (Cat EP – D)** | **Remaining staff** |  |
| **Accomodation expenses** | € 180,00 | € 180,00 | Max refundable amount per night |
| **Subsistence expenses** | € 50,00 | € 50,00 | Max refundable amount per single meal |
| € 100,00 | € 100,00 | Max refundable amount daily limit |
| **Transport expenses** |
| **Train** | First class/business ticket | Second class/standard ticket |  |
| **Airplane** | Economy class.Business class is only acceptable for transcontinental flights lasting over five hours |  | Max refundable amount |
| **Urban bus** | Ticket price | Ticket price | Max refundable amount |
| **Extra-urban bus** | Ticket price | Ticket price | Max refundable amount |
| **Urban taxi** | € 30,00 | € 30,00 | Max refundable amount daily limit |

Expenses may only be claimed if they are pertinent to the mission.

Work missions are strictly personal, the statement may not contain expenses paid on behalf of others.

All tax and non-tax documents which are presented in the reimbursement request must bemade out to the claimant who has paid in advance,

without any reference to DAGRI tax data.