Refund Rules for External Staff Invited to the Department of Economics and Finance of the University of Rome Tor Vergata

TRAVEL

Departure must take place either from the city of the employee’s workplace or from the city of residence. Likewise, the return journey must be made either to the city of the employee’s workplace or to the city of residence.

The destination must correspond to the city where the activity specified in the assignment letter/invitation letter will take place.

The departure and return dates must coincide with the start and end dates of the activity indicated in the assignment letter. Departure is allowed no earlier than one day before the start of the activity, and return is allowed no later than one day after the end of the activity.

Should the travel arrangements differ from the above requirements, it will be necessary to provide screenshots, quotations, or other suitable documentation demonstrating that the selected option entails a cost equal to or lower than the admissible one.

Authorized air travel: Economy class; Business class only for intercontinental flights lasting more than 5 hours.

Please retain and submit to the DEF Accounting Office: Boarding passes (original copies if paper-based); payment receipt (original copy if paper-based).

Authorized rail travel: First class for professors, researchers, and executives; Second class for all other categories.

Please retain and submit to the DEF Accounting Office: Travel tickets (original copies if paper-based); payment receipt (original copy if paper-based).

“Open” travel tickets are not eligible for reimbursement.

ACCOMMODATION

The accommodation period must be consistent with the duration of the planned activity. In the event of longer stays, reimbursement will be limited exclusively to the nights strictly necessary and directly related to the performance of the activity.

Authorized accommodation: Four-star hotels for professors, researchers, and executives; Three-star hotels for all other categories.
Accommodation must be in: A single room; or a double room for single use (DUS).
City tax is eligible for reimbursement.

Please retain and submit to the DEF Accounting Office: The hotel invoice (original copy if paper-based); payment receipt, including card payment receipts, in original form.

If another type of accommodation is booked (for example, an apartment through Airbnb), it will be necessary to justify that the cost is equal to or lower than that of a DUS room in a 3- or 4-star hotel, depending on the relevant category.

To justify the lower or equivalent cost, screenshots, quotations, or other suitable documentation must be provided demonstrating that the selected option entails a cost equal to or lower than the admissible one.

MEALS

For professors, researchers, and executives: One meal per day up to EUR 30.55; Two meals per day up to EUR 61.10.

For all other categories: One meal per day up to EUR 22.26; Two meals per day up to EUR 44.26.

Please retain and submit to the DEF Accounting Office: Original payment receipts, including card payment receipts.

LOCAL TRANSPORTATION

For travel by ordinary means of transportation (tram, metro, bus, train, and other scheduled public transport services), please retain and submit the original ticket to the DEF Accounting Office.

The use of taxis/Uber (extraordinary means of transportation) is permitted only with prior authorization from the Director of the DEF Department and exclusively in the following cases:

The destination is not served by ordinary public transport or public transportation is unavailable due to a strike;
Specific service-related needs or the necessity to reach the destination promptly (the reason must be explained in detail);
Transportation of delicate and/or bulky materials or equipment essential for carrying out the activity.

Please retain and submit to the DEF Accounting Office: The payment receipt (original copy if paper-based), clearly indicating the date, route, and fare paid.

Under no circumstances will expenses related to the use of a private vehicle be reimbursed.

All supporting expense documentation (invoices, tickets, receipts, etc.) must be issued in the name of the reimbursement beneficiary.