|  |  |  |
| --- | --- | --- |
| Immagine che contiene testo, Carattere, Elementi grafici, grafica  Descrizione generata automaticamente |  | **Faculty of Economics****Department of Management and Law** |

**REQUEST FOR REIMBURSEMENT OF PhD STUDENT TRAVEL EXPENSES**

The undersigned: …………………………………............................................................

Email: …………………………………………………………………………………………..

Estimated annual income…………………………………………………………………….

(mandatory for reimbursement of untraceable expenses)

**ASKS**

To be reimbursed of expenses related to the travel to …………………………………………………..

held from day ………………… start time ……………………

to day ………………….. end time ……………………...

total days: …………………………………………………

previously authorized.

**OCATION OF THE TRIP**

**Indicate each location where the travel was carried out.**

|  |  |
| --- | --- |
| **Departure** | **Arrival** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City | Time  | Date | City | Time  | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**LIST OF TRAVEL EXPENSES WITH SUPPORTING DOCUMENTATION**

**For travel abroad, please specify the amounts in the local currency of the destination country.**

|  |  |  |
| --- | --- | --- |
| Mean of trasporto | Route | Total cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

In the case of a request for reimbursement of airline tickets, pelase attach the corresponding boarding passes.

Receipts must be in their original form or in electronic format.

**LIST OF ACCOMMODATION EXPENSES WITH SUPPORTING DOCUMENTATION**

**For travel abroad, please specify the amounts in the local currency of the destination country.**

|  |  |
| --- | --- |
| Description  | Total amount |
|  |  |
|  |  |
|  |  |

Receipts must be in original or electronic format

|  |  |
| --- | --- |
| **LIST OF FOOD EXPENSES WITH SUPPORTING DOCUMENTATION****For travel abroad, please specify the amounts in the local currency of the destination country.** |  |

|  |  |
| --- | --- |
| Description  | Total amount |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Receipts must be in original or electronic format

|  |  |
| --- | --- |
| **LIST OF OTHER EXPENSES WITH SUPPORTING DOCUMENTATION****For travel abroad, please specify the amounts in the local currency of the destination country.** |  |

|  |  |
| --- | --- |
| Description  | Total amount |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

 - Receipts must be in original or electronic format**Payment Methods:****IBAN CODE:**⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜ |
| **SWIFT:**⬜⬜⬜⬜⬜ (Mandatory for payments abroad) The Applicant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |
| --- |
| **SPACE RESERVED FOR THE ADMINISTRATION OFFICE**Trasferta n. ………………/……………………. Note:…………………………………………………………………………………………………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………………..……………………………………………………………………………………………………………………………………… |