



**Payment of compensation/cost refund to external staff invited to hold Seminars/Meetings -
Supervisor Prof./Dr**

I, the undersigned,

Born in Province on

resident in Postcode Address

no Tax code (attach a copy)

Tax Domicile

Telephone number e-mail address

I request for

the payment of € before taxes as compensation for the Seminar/Meeting entitled

held on at

and /or the refund of the following costs:

Travel costs with authorised vehicles (*attach original travel tickets for train, boat, airplane, bus, boarding pass for airplane*) €

Highway tolls and/or parking and/or garages (*original receipts and documentation for automated payments*) €

meals (*original receipts and/or certificate, duly letterhead*) €

overnight stays (*original receipts, duly letterhead*) €

costs for taxis and/or public services (*receipts or travel ticket*) €

travel costs incurred using own vehicle €

– for the following justification

– for the following route

– for a total of km (*refund calculated considering a mileage allowance equal to 1/5 of a litter of lead-free petrol*)

