



RICHIESTA DI LIQUIDAZIONE MISSIONE

The undersigned _____, qualified as _____ with personal data already produced on the authorization form to carry out the mission, aware of the criminal sanctions, in the case of untruthful declarations, formation or use of false documents, referred to in the art. 75 and 76 of the Presidential Decree 445 of 28 December 2000 for the purposes of reimbursement of the expenses of the mission carried out and in compliance with the University legislation and Regulations in force.

Here I declare, under my own responsibility pursuant to art. 47 of Presidential Decree 445/2000 (Art. 7 point 3 of the University Regulations for Missions D.R. 429 of 02.13.2020):

- a) to have carried out the mission
- b) to have incurred the expenses for which reimbursement is requested
- c) that I have not requested reimbursement from third parties
- d) to have started from _____ in the day _____ at the time _____
- e) to have returned on the day _____ at the time _____
- f) to have attended _____ in _____

Therefore, it requests reimbursement of the expenditure items listed below:

	(Valuta estera - 3 caratteri)	(Euro)*
n. ____ Plane tickets(s) with the related boarding passes	_____	€ _____
n. ____ Boat ticket(s)	_____	€ _____
n. ____ Train ticket(s)	_____	€ _____
n. ____ Bus ticket(s)	_____	€ _____
n. ____ Invoice(s) or receipt(s) of hotel	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
n. ____ Invoice(s) or receipt(s) of lunch in the day _____	_____	€ _____
Conference registration fee (with related certificate of participation)	_____	€ _____
Other: _____	_____	€ _____

(* Per i rimborsi delle spese pagate in valuta straniera si applica il tasso di cambio pubblicato sul sito della Banca d'Italia (<https://tassidicambio.bancaditalia.it>) riferito al giorno in cui è avvenuta la prestazione del servizio o risulta datata la ricevuta/fattura. Nel caso in cui la spesa sia stata pagata con carta di credito, è possibile rimborsare l'importo addebitato dal gestore della carta di credito.

Total amount: € _____

Original documentation of the expenses incurred must be attached.

The refund must be credited to this account IBAN _____

Palermo, ____/____/____

Il Richiedente	Il Responsabile della Struttura
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