

## *Travel expenses reimbursement guidelines for scientific visits at the*

### *Department of Physics, Sapienza University*

Travel expenses incurred as a visiting professor/researcher will be covered if reasonable and documented.

#### **Flights**

Only costs for flights in economy class can be reimbursed.

#### **Trains and buses**

Expenses for trains and buses (including airport transfers) will be reimbursed.

For train tickets, first class is admitted.

Taxi expenses will not be reimbursed except for documented reasons (public transport strikes, unavailability of public transport at the departure time, etc..).

#### **Accommodation**

Hotel accommodation can be booked and paid directly: the visitor will have to provide the invoice/fiscal receipt of the hotel.

B&B is admitted as long as it is provided a regular invoice/fiscal receipt.

Reservations made through Airbnb and Booking have to be accompanied with a fiscal receipt or invoice, the reservation alone is not enough.

Please notice that we can only refund the nights before and after the visit. Only in documented cases we can reimburse a few days before or after.

Hotel expenses can be reimbursed up to 180€ per day and in single occupancy. Accommodations for accompanying persons cannot be reimbursed.

#### **Meals**

Food expenses can be reimbursed up to 60€ per day, providing invoice or fiscal receipts describing what has been consumed.

The simple ATM or credit card receipts are not valid.

## **Procedure for the reimbursement**

Please collect all the relevant documentation (airline tickets, boarding passes, train/bus tickets, hotel invoices, meals receipts, etc.).

Prepare a copy of the visitor passport or identity card together with the other documents listed in the Department website and send the by email.

Originals will be provided separately in a second stage and archived in the administration offices for audit purposes.

**NB:** ATM or credit card receipts are not valid for reimbursement purposes.