



REFUNDABLE EXPENSES LIMITS FOR MISSIONS IN ITALY

	Professors and managers	Remaining Staff	
ACCOMODATION EXPENSES	€ 175,00	€ 175,00	MAX REFUNDABLE AMOUNT PER NIGHT
SUBSISTENCE EXPENSES	€ 42,50	€ 35,00	MAX REFUNDABLE AMOUNT FOR SINGLE MEAL
	€ 85,00	€ 70,00	MAX REFUNDABLE AMOUNT DAILY LIMIT
TRANSPORT EXPENSES			
TRAIN	First class ticket	Second class ticket	
AIRPLANE	Economy class. Business class is only acceptable for transcontinental flights lasting over five hours	Economic class	MAX REFUNDABLE AMOUNT
URBAN BUS	Ticket price	Ticket price	MAX REFUNDABLE AMOUNT
EXTRA-URBAN BUS	Ticket price	Ticket price	MAX REFUNDABLE AMOUNT
URBAN TAXI	€ 25,00	€ 25,00	MAX DAILY REFUNDABLE AMOUNT
EXTRA-URBAN TAXI	€ 90,00	€ 90,00	MAX DAILY REFUNDABLE AMOUNT

Expenses may only be claimed if they are pertinent to the mission.

Work missions are strictly personal, the statement may not contain expenses paid on behalf of others.

All tax and non-tax documents which are presented in the reimbursement request must be made out to the claimant who has paid in advance, without any reference to DAGRI tax data.