

AUTHORIZATION ASSIGNMENT OF MISSION

(DR n. 681 of 07/03/2007 - University Regulations for service assignments)

At	bor	n in: on:		
aualification:	addre tax code:	ess: matr . no		
	has been appointed to co	arry out the following mission:		
Discourant and the second		Description Event		
Place of performance	Date of Performance	(documentation certifying participation will follow)		
The expenditure commitment v	vill be borne by the budget chapter:			
Chapter:				
UPB\Project:				
Scientific manager:				
Signature of the Fund Owner				
	AUTHORIZATION TO USE TH	HE PRIVATE OR RENTAL VEHICLE		
The use of a private vehicle is n	(to be completed by the per ecessary for the following reasons:	rson who confers the assignment)		
 Place not frequently so Nature of the mission of transportation of delice Unavailability of ordinal ord	cate materials (indicate the material);			
* NB: for missions abroad it is the	e only reason allowed by the Regulati	ons.		
This declaration must be issued if the	e previous box for granting authorization ho	us been completed .		
The undersigned declares to release the University Department and the University Administration from any liability deriving from the use of the car				
with the number plate and owned by, used for the aforementioned mission. The undersigned also reserves the right, in the event of the unexpected and unexpected impossibility of using his own vehicle, to use, as far as possible, public transport and/or taxis, in compliance with the criterion of the lowest possible cost to be borne by the Administration. Date, Signature of the interested party				
 The undersigned: undertakes to comply with the national and regional rules in force both of behavior and of limitation of the freedom of movement of persons, in implementation of the health protocols for the risk of SARS-CoV-2; undertakes to respect the locally applicable regulations for limiting the risk of contagion from SARS-CoV-2 (in case of missions abroad); declares that the authorization request is motivated by undeferrable service needs and that it is necessary and relevant in the interests of the Engineering Department's activity; authorizes the processing of personal data pursuant to ex art. 13 Legislative Decree 196/2003 and for the purposes of article 13 of EU Regulation no. 2016/679 (GDPR). 				
Aversa,	Signature of the inte	rested party		
	_			
	<u> </u>	Person authorizing the assignment tment - Prof. Alessandro Mandolini		



The undersigned _____

REQUEST PAYMENT FOR MISSION

(Art. 26 of DR n. 681 of 07/03/2007 - University Regulations for service assignments)

		DEC	CLARE			
an - Th En	d as certified b at the mission v gineering Dep	taken part in the events as d by the attached documentation was necessary and relevant in ta cartment; (main movements) took place	n; the inte	rest of the develo		
		OUTW	ARD TRIP			
	AVE STARTED FROM	DEPARTURE DATE AND TIME	TO HAVE ARRIVED A		DATE AND TIME OF ARRIVAL	
		RFTII	RN TRIP			
	TO HAVE STARTED			HAVE ARRIVED A	DATE AND TIME OF ARRIVAL	
the		A the economic treatment envis trment method: Bank Transfer -				
Г	ary croun.	List of documents process	tad in	original	Amount	
	List of documents presented in Hotel invoice		<u>iea irr</u>	□YES □NO	AIIIOOIII	
	Railway tickets			□YES □NO		
	Airline tickets		□YES □NO			
	Ship Tickets		□YES □NO			
	Bus Tickets		□YES □NO			
	Metro tickets		□YES □NO			
	Taxi receipts		□YES □NO			
Receipts for payment of meals c/o restaurants/bars		□YES □NO				
	Subscription fee			□YES □NO		
	Certificate of Participation in the Event			□YES □NO		
Delivery of	date:	Signature of the i	nterest	ed party		

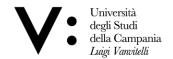


APPLICATION CONTAINING SUBSTITUTE DECLARATION OF THE NOTICE DEED

(art. 47 of the Presidential Decree of 28/12/2000 n. 445)

	The u	undersig	ned, aware of	the
liabilit	y whic	ch may	arise in the event of a false or mendacious declaration or presentation o	of a
false	docur	ment or	one containing data that does not correspond to the truth, as well as	the
crimir	nal sar	nctions r	eferred to in art. 76 of Presidential Decree 28/12/2000, n. 455;	
			DECLARE	
That	the	days	went to	for
			for research needs.	
Averso	a,			
			Signature of the declarant	
			(legible and handwritten)	

Zip code:



Mandate no. of

Allocation of expenditure: PBO: _____

LIQUIDATION OF ECONOMIC TREATMENT OF MISSION (part reserved for the Administrative Secretariat) EXPENSE **EXPENSES OF EXPENSE** OTHER EXPENSES TRANSPORT **REFUNDABLE REFUNDABLE** € € **AIRPLANE OVERNIGHT STAY** € € FOOD** TRAIN € € **SHIP INSURANCE** REIMBURSEMENT € € BUS FOOD FLAT RATE AND OVERNIGHT STAY € € TAXI* **RENTAL VEHICLES** € € **URBAN TRANSPORT CONGRESS REGISTRATION** € **OTHER** TOTAL € Notes: *Verified maximum limit of Euro 80.00 per single mission; *Verified maximum daily reimbursement limit for the consumption of a single meal. To be completed in case of authorization to use a private vehicle The _____ requests reimbursement of the equivalent of the return train for the section from ______ to _____ Cost of one-way ticket € _____ Cost of the return ticket € NB: a printout of the estimated cost of the return ticket is attached TOTAL TOTAL REFUNDABLE EXPENSES ADVANCE RECEIVED **NET TO BE REFUNDED** € € € Mission no. of Budget commitment no P/D no

Aversa,	The Administrative Secretary of the Department
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