

BUSINESS TRIPS AND TRAVEL

Practical Guide for the Physics Department

University of Rome "Tor Vergata"

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Contacts

Administrative Office: Mr. Stefano Battaglione

Note

Disclaimer

This document is intended to facilitate the approaching of new staff to the procedure for travel and reimbursement in the Department of Physics. However, it **DOES NOT** replace the official University Regulation for business trips and travel (Regolamento per gli incarichi di missione e di trasferta, D.R. n. 31 dell'11.01.2018) available at:

https://web.uniroma2.it/contenuto/regolamento_per_gli_incarichi_di_missione_e_di_trasferta

The University Regulation for business trips and travel are the only applicable, current and official reference for business trips and travel: errors or omissions found in this Guide confer no rights to a different application of the rules.

Forms

All travel forms are available at:

<https://www.fisica.uniroma2.it/sezioni/dipartimento/documenti-e-procedure/procedure-e-modulistica/missioni/>

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1 Before Departure

1.1 Authorization Request

Procedure:

1. Download and complete the **business trip authorization form** in all its parts
2. If you would like an **advance payment**: submit the form **at least 30 days before** departure, together with documents attesting the cost estimate of flights and hotel.
3. Submit to the Administrative Office (Mr. Battaglione)

1.1.1 Form Contents

The form must contain:

- Name and surname
- Position/Qualification
- Trip destination
- Start and end dates
- Purpose of the trip
- Means of transportation
- Funding source

1.1.2 Required Authorizations

- **Everyone**: Scientific supervisor's signature and Department Director's signature
- **PhD students**: also requires PhD School Coordinator's approval

1.2 Transportation

Standard transportation:

- Train
- Regular bus service
- Airplane
- University vehicles

Non-Standard (Exceptional) transportation:

If you need to use:

- Personal car
- Rental car
- Taxi

The above are considered exceptional means of transportation and must be specifically justified (e.g. route not covered by public transportation, carrying delicate research instruments required for the research trip,..). They require approval by the Department director **before travelling**.

Important

- Submit the **special request** form for exceptional transportation along with the authorization form.
- Exceptional transportation requires the authorisation by the Department director **prior to travel**.

2 Advance Payments

2.1 Eligibility

- Permanent staff
- Fixed-term Postdoctoral Research staff (for travel no later than 60 days before the end of the contract)
- PhD students with scholarship (for travel no later than 60 days before the end of the contract)

2.2 Amounts

Trips in Italy: 75% of estimated expenses for meals and accommodation + 100% of tickets and conference fees

Trips abroad (documented): documented travel and accommodation expenses

Trips abroad (per diem): travel costs + 75% of daily per diem allowance

2.3 Timeline

Important

- At least **15 days before** departure (30 days recommended)
- For travel **no later than 60 days** before the end of the contract, studentships or bursary

3 After Return

3.1 Reimbursement Request

3.1.1 Timeline

Important

- Within **1 month** from the end of the trip (otherwise the advance will be deducted from salary)
- Within the **travel solar year** (administrative accounting)

3.1.2 Required Documents

Submit to the Administrative Office:

1. Completed reimbursement request form
2. **All original travel tickets**
3. **All original receipts/invoices**
4. **Boarding passes** (always mandatory, even if you don't request flight ticket reimbursement)

Important

Forms must be **signed in original** and physically submitted

4 Reimbursement Limits

4.1 Trips in Italy

4.1.1 Travel Classes

- **Faculty, Researchers, Managers, EP4-EP7:** First class train, Economy class flight
- **Others (EP1-EP3, Cat. D, C2-C7, other categories):** Second class train, Economy class flight

4.1.2 Hotels

- **Faculty, Researchers, Managers, EP4-EP7:** First category hotel (4 stars)
- **Others:** Second category hotel (Up to 3 stars)

4.1.3 Meals

The limits depend on the trip duration and the number of receipts.

| Position | 1 meal | 2 meals |
|---|--------|---------|
| Faculty, Researchers, Managers, EP4-EP7 | €30.55 | €61.10 |
| Others (EP1-EP3, Cat. D, C2-C7) | €22.26 | €44.26 |

Table 1: Meal expense limits in Italy

Note

Notes:

- Limits are halved if the trip lasts 8-12 hours
- Local transportation (standard): max €25/day
- Local transportation (taxi): max €25/day within the city

4.2 Trips Abroad

4.2.1 Option A - Documented Reimbursement

Hotels:

- **Faculty, Researchers, Managers:** First category hotel (non-luxury)
- **Others:** Second category hotel

Daily meal limits (varies by geographical area):

| Position | Area A-C | Area D | Area E | Area F | Area G |
|------------------------------|----------|--------|--------|--------|--------|
| Faculty/Researchers/Managers | €60 | €70 | €80 | €85 | €95 |
| Others (EP, Cat. D-C-B) | €40-45 | €60 | €65 | €70 | €75 |

Table 2: Daily meal limits abroad (documented reimbursement)

4.2.2 Option B - Per Diem Allowance

Note

Only for employees with employment contract

Daily per diem allowance (includes meals and accommodation):

| Position | Area A-C | Area D | Area E | Area F | Area G |
|----------|----------|--------|--------|--------|--------|
| All | €120 | €125 | €130 | €140 | €155 |

Table 3: Daily per diem allowance abroad

Important

Notes:

- With per diem allowance, taxi and local transportation are NOT reimbursed
- Travel tickets are always reimbursed
- Taxi: max €25/day (within the city, only with documented reimbursement)

4.2.3 Other Always Reimbursable Expenses

- Mandatory vaccinations
- Health insurance for non-EU countries
- Entry visas
- Tourist taxes

5 Other Important Information

5.1 Personal Data Form

Important

Complete and submit to Mr. Battaglione the **personal data form** including:

- Personal information
- Payment details
- Tax and social security information

Update the form whenever your information changes.

5.2 Health Assistance Abroad

For health assistance abroad (non-EU countries), private health insurance can be reimbursed (health only, without components for baggage, delays, etc.)

5.3 Maximum Trip Duration

- **Italy:** max 240 days/year
- **Abroad:** max 180 days/year

Note

For trips > 30 days, an approval from the departmental collegial bodies is required

6 Quick Checklist

6.1 Before Departure

- ✓ Download form from website
- ✓ Complete all sections
- ✓ Get signatures (Department Director + possibly Coordinator/Fund Supervisor)
- ✓ Submit to Administrative Office (Mr. Battaglione)
- ✓ If requesting advance: submit 30 days before departure

6.2 After Return

- ✓ Keep ALL original documents
- ✓ Complete reimbursement form
- ✓ Attach tickets + receipts + boarding passes
- ✓ Submit within 1 month of return

For further information, consult the Department website or contact the Administrative Office