To the Members of the Committees

**SUBJECT**: Instructions to claim reimbursement of travel costs incurred for participation to the Committee.

Dear Sirs,

to claim the reimbursement of costs as reported in the subject you must fille in and signe the BILL OF COSTS that you find in this internet page.

**ATTENTION**: the cost statement must be accompanied by a stamp of € 2 if the amount of the expenses for which reimbursement is requested is greater than € 77.47.

The reimbursement of costs can be claimed within the following limits :

1. **TRANSPORT**:

**train**: any kind of ticket/class

**airfare** : Business class not admitted

**taxi** – **bus – personal car** : admitted

1. **ACCOMODATION**:

costs reimbursed up to 4 Star Hotel

1. **MEALS**:

from 4 to 8 hours: n. 1 meal – max cost: euro 30,55

over 8 hours/day: n. 2 or more meals – max total cost: euro 61,10.

Please send the form duly signed along with original of costs incurred (receipts and boarding cards) to:

**Alma Mater Studiorum Università di Bologna**

Area Finanza e Controllo di gestione

Ufficio Compensi

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