



**Politecnico
di Torino**

ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR

Guidelines for reimbursement of travel and subsistence expenses of Examination Board members

1. Members of the Examination Board, with the right to vote, coming from outside Turin are entitled to expenses reimbursement for travel, board and lodging, according to Politecnico di Torino Regulation.
2. **Claims for reimbursement shall be submitted on the specific form together with original invoices and documents to prove the real costs and a copy of your passport.** You are kindly asked to keep any original invoice, bills, tickets related to travel expenses in order to supply your expenses claim. If said documents include a service for two or more people costs will be divided. Advance payments are not provided.
3. Claims shall be submitted to the Doctoral School by 60 days from the defence:
Scuola di Dottorato – Politecnico di Torino – C.so Duca degli Abruzzi, 24 - 10129 Torino.

Travel expenses

1. Place of departure is the workplace. Travel can start and/or end at any other place only if it is the most appropriate economical solution for Politecnico di Torino. It is up to the members asking for reimbursement to prove it.

Travel expenses shall be reimbursed on the following basis:

- Air travel: economy class;
 - Rail travel: any train class, except executive or equivalent class;
 - Taxi fares: € 25,00 daily limited to urban district of Torino and/or travels from/to the airport.
2. In case of flight travel, boarding pass shall be provided together with the ticket, fare and travel class shall be clearly visible or else provide a relevant invoice.
 3. The use of privately owned vehicle or rental car is admitted in specific cases only:
 - impossibility to reach Torino neither by train nor by any other public means of transports;
 - need to reach quickly Torino or to return to the workplace for institutional reasons;
 - in case of strike of scheduled means of transports.

Travel expenses shall be reimbursed on presentation of the supporting documents:

- mileage computed on the basis of the *Michelin website*;
- toll tickets or a copy of Telepass bank statement: time and date of travel, the way travelled and the amount paid shall be clearly visible;

- parking tickets only in case you leave your car at the airport or at the train station.

If not submitted or reasonable, an amount equal to the train/plane ticket will be reimbursed.

Meals expenses

- Claim for meals expenses is limited to € 100,00 maximum per day, if the stay in Torino plus the travel last more than 8 hours;
- In case your stay plus travel last less than 8 hours, this amount is reduced to € 50,00 maximum per day.

Accommodation expenses

1. Members who spend more than 12 hours in Torino for the defence are entitled to accommodation allowance for a reasonable numbers of nights according to the examination. The real cost for a double room with a single use will be reimbursed up to a maximum of € 300,00. The original hotel invoice must be attached.
2. The reimbursement can be claimed also for: tourist taxes luggage room, parking at the hotel, any mandatory payment. Any other extra cost shall be covered by the Board member.

Points of attention for the successful completion of European and extra-European transfers

1. For European and extra-European transfers a specific structure of the IBAN is envisaged. In case of countries that don't use IBAN code, a Current Account Number is provided. This does not correspond to the ABA or Routing Number that is not accepted for international bank transfers.
2. The payment coordinate (IBAN or Account Number) must always be associated with a BIC/SWIFT code provided by your own bank and not obtained from any websites.
3. Payments through Internet Banking are not allowed, because they do not have any SWIFT/BIC code, which is essential for any European or Extra-European bank transfer.
4. For a successful payment, you have to ask to your bank your IBAN code or Account Number and the related BIC/SWIFT code.