



**Politecnico  
di Torino**

Direzione Pianificazione,  
Finanza e Controllo

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

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.

The reimbursement of the occurred expenses can be obtained by following the instructions listed below:

- 1) Claims for reimbursement shall be submitted using the specific form (attached to this vademecum) together with original invoices and documents (or issued in electronic format) in order to prove the real costs, as required by Italian law.
- 2) Advance payments are not provided.
- 3) Expenses not accompanied by the pertinent original document (or issued in electronic format) will be excluded from reimbursement, as will documents scanned or photographed.
- 4) Claims shall be submitted to the PhD Unit office within 60 days from the defence or sent by regular mail to the following address:  
*Politecnico di Torino  
Nucleo Dottorato di Ricerca  
C.so Duca degli Abruzzi, 24 - 10129 Torino.*
- 5) PhD Unit might, at any time even after the final defence, request further documents or information in order to have a detailed account of the incurred expenses and proceed with the reimbursement.
- 6) The reimbursement will be managed within 45 working days from the date of receipt of the documentation, taking into consideration the prompt forwarding of the latter to the office *Direzione Pianificazione, Finanza e Controllo* in charge of payments, except for possible supplementing documents. Confirmation of receipt of the documentation will be sent to the email address indicated in the reimbursement request.



## Travel expenses

- 1) Place of departure is the workplace. For matters of flexibility, efficiency, duration and affordability, travel can start at the place of residence or in another place indicated in the request.

Travel expenses shall be reimbursed on the following basis:

- Air travel: economy class. Business class is accepted only for travels longer than five hours;
  - Rail travel: any train class, except executive or equivalent class;
- 2) In case of flight travel, boarding pass shall be provided together with the ticket (also electronic ticket) and the invoice/receipt where both the fare and the travel class are clearly visible.
  - 3) The reimbursement of the expenses related to taxi or rental car is admitted upon presentation of the documents indicating the date, amount paid and signature of the carrier.
  - 4) The use of privately owned vehicle is admitted in specific cases only:
    - impossibility to reach Turin neither by train nor by any other public means of transports;
    - need to reach Turin quickly or to return to the workplace for institutional reasons;
    - in case of strike of scheduled means of transports.

Expenses incurred for travels with privately owned vehicles or rental cars shall be reimbursed on presentation of the following supporting documents:

- mileage computed on the basis of the Michelin website (<https://www.viamichelin.it/>);
- 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 the car is left at the airport or at the train station.

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



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## Meals expenses

- 1) Claim for meals expenses is limited to € 100,00 maximum per day, if the stay in Turin plus the travel last more than 8 hours;
- 2) In case your stay plus travel last less than 8 hours, this amount is reduced to € 50,00 maximum per day.
- 3) The reimbursement of the meal expenses is made upon presentation in original of suitable documentation from which it must be deduced that the commercial store/shop is entitled to the catering service or in any case to the sale of foodstuffs. The company name, the nature of the costs, the place, the date and the amount paid must therefore be stated.

Here is an example of a till receipt:

| Trattoria RAGIONE SOCIALE |                |
|---------------------------|----------------|
| Address / Indirizzo       |                |
| P. IVA / VAT number       |                |
|                           | EURO           |
| 2 X 2,00                  |                |
| Menu Carta                | 4,00           |
| Gnocchi rosa              | 10,00          |
| Ravioli Castelmagno       | 12,00          |
| Secondo Piatto            | 10,00          |
| Stinco                    | 12,00          |
| Crema di zabaione         | 5,00           |
| bicchieri abbinato        | 4,00           |
| Vino rosso                | 10,00          |
| Caffe' al tavolo          | 2,00           |
| -----                     |                |
| TOTALE EURO               | 69,00          |
| CANTANTI                  | 69,00          |
| #                         |                |
| #TAVOLO: 15 - Salone      |                |
| #OPERATORE: Cassa         |                |
| #                         |                |
| NR.0002                   | 06/02/16 13:45 |
| /F U1 72009171            |                |



## Accommodation expenses

- 1) Examination Board members who spend more than 8 hours in Turin for the defence are entitled to accommodation allowance for a reasonable number of nights in accordance with the duration of the examination.

In this respect, as a general rule, accommodation costs may be reimbursed as shown in the following table:

| <b>Country of departure</b> | <b>Reimbursement accommodation before the defence</b> | <b>Reimbursement accommodation for the day of the defence</b> | <b>Reimbursement accommodation after the defence</b> | <b>Total</b>    |
|-----------------------------|---|---|--|-----------------|
| European countries          | 1 night   | 1 night   | 1 night  | <b>3 nights</b> |
| Non-European countries      | 2 nights  | 1 night   | 1 night  | <b>4 nights</b> |

- 2) If a double room for single use is used, the actual cost of the room will be reimbursed up to a maximum of € 300.00. In this case as well, the original invoice/receipt of the hotel must be attached and it must explicitly specify the single use.
- 3) If the documents indicated above include a service for two or more people, the costs will be divided by the number of guests.
- 4) The reimbursement can also be requested for: tourist taxes, baggage storage, parking at the hotel, any mandatory supplements. Any other extra cost shall be covered by the Board member.