

## REGULATION FOR MISSIONS

### Article 1

#### *Purpose*

1. This Regulation, inspired by the principles of economy, efficiency, effectiveness, and cost control, governs the undertaking of missions in the interest of the Gran Sasso Science Institute (hereinafter “GSSI”) and the corresponding financial treatment.
2. All expenses mentioned in this Regulation must comply with the “Regulation for Administration, Finance, and Accounting” and other University Regulations.

### Article 2

#### *Definitions*

1. “Missions” refer to a work-related activity carried out temporarily by personnel specified in Article 3, outside their usual place of work or residence, and at least ten kilometres away from either, whether within Italy or abroad.
2. “Place of work” means, for internal staff, the GSSI headquarters, and for external staff, the location where they normally work.
3. “Standard journey” refers to the journey to/from the workplace, carried out within the time strictly necessary to conduct the mission.
4. “Analytical reimbursement” means the reimbursement of eligible and adequately documented expenses incurred during the trip.
5. “Lump-sum reimbursement” refers to the payment of a predefined sum to cover meal and accommodation expenses.
6. “Offsite stays” refer to research and training periods undertaken by doctoral students at universities or research centres abroad for up to 12 months (18 months in the case of joint-supervised PhDs).
7. “Cost-effectiveness” refers to the lower or equivalent total cost of the alternative solution, demonstrated at the time of the mission authorisation request through a simulation/documentary attestation.

### Article 3

#### *Eligible personnel for missions*

1. The following types of personnel may undertake missions in the interest of the GSSI, according to this Regulation:
  - a. professors and researchers with permanent or fixed-term employment contracts at GSSI;
  - b. doctoral students, research fellows, and scholarship holders funded by GSSI;
  - c. managers and technical-administrative staff with permanent or fixed-term employment contracts at GSSI;
  - d. members of the GSSI governing and supervisory bodies;
  - e. GSSI interns;
  - f. GSSI internship holders;
  - g. those appointed for seminars and teaching activities;
  - h. visiting scientists;
  - i. external members of recruitment committees;
  - j. external personnel involved in research projects for which the related travel costs are incurred;
  - k. external personnel eligible for reimbursement who conduct activities at GSSI.
2. If personnel belong to more than one of the categories listed in paragraph 1, the rules applicable to the category for which the trip was authorised shall apply.
3. For the purpose of expense reimbursement, personnel listed in paragraph 1 are classified according to the types outlined in Annex 1, point 1, of this Regulation.

#### Article 4

##### *Authorisation for missions*

1. Missions must be authorised in advance by the administrative manager for technical-administrative staff and by the scientific supervisor for academic staff.
2. The request for a mission must be completed and submitted by the applicant through the missions portal, or for external staff, via another procedure defined by the University, at least five working days before departure. Failure to comply will result in rejection, except in cases of necessity and urgency, which must be duly justified.
3. For insurance purposes, the mission request must be submitted even if no expenses will be borne by GSSI (the so-called “zero-cost mission”).
4. The request must be submitted using the University’s designated procedure and must contain all the necessary information to allow an adequate assessment of the mission’s validity and the appropriateness of the estimated expenses.
5. The request must include the following details:
  - a. applicant’s name;
  - b. applicant’s profile;
  - c. destination of the mission;
  - d. start and end dates of the mission, including any interruptions;
  - e. purpose of the mission;
  - f. funding sources;
  - g. estimated expenses;
  - h. type of reimbursement (analytical or, if applicable, flat-rate);
  - i. any request for an advance payment;
  - j. any request for authorisation to use an extraordinary mean of transport.

#### Article 5

##### *Duration of missions*

1. The duration of the mission must be strictly necessary to accomplish the activities it is intended for.
2. Missions can last a maximum of 240 days per year within Italy and 180 days abroad, except for offsite stays as defined in Article 6. Two periods of missions to the same location are cumulative if there is no break of at least 30 days of service at the normal workplace between them.
3. Travel must occur no more than one day before and no later than one day after the mission’s activities, except in exceptional cases such as intercontinental travel or multiple transfers, which must be authorised in advance. Any delayed return for personal reasons requires the applicant to bear the additional costs.
4. Breaks in mission can be authorised in advance. Financial costs related to breaks are borne by the applicant, except for travel costs if the trip is proven to be cost-effective in the authorisation request via a travel cost simulation. Without such a simulation, GSSI will not reimburse the expenses.
5. Travel time is considered when determining flat-rate reimbursement or meal reimbursement entitlement.
6. Travel time counts only towards the completion of the daily working hours and cannot generate overtime or compensatory rest. Work hours during missions are in addition to any hours worked on the same day at the normal place of work.
7. GSSI is not responsible for any incidents occurring beyond the mission’s authorised duration and/or during any breaks.

## Article 6

### *Out-of-office stays*

1. PhD students have the right to a 50% increase in their scholarship, for a maximum period of 12 months (18 months for joint-supervised PhDs) during out-of-office stays, replacing the mission allowance.
2. For out-of-office stays shorter than 6 months, PhD students are also entitled to a housing allowance of €350.00 gross per month.
3. PhD students on out-of-office stays are also entitled to reimbursement of documented travel expenses for the outbound and return journeys, according to the limits set in Annex 1.
4. During the out-of-office stay, PhD students may be authorised to conduct missions in a location other than the stay location. In such cases, the stay location will be considered the place of departure and return for mission reimbursement purposes.

## Article 7

### *Reimbursement for missions in Italy*

1. In the case of missions within Italy, expenses are reimbursed on an analytical basis.
2. Reimbursable expenses include travel, urban and interurban transportation, meals, and accommodation, according to the limits set in Annex 1.
3. Reimbursement is granted for adequately documented expenses as per Article 19 below, incurred personally by the authorised individual conducting the mission.
4. Amounts reimbursed for meals, accommodation, travel, and transportation are not considered part of the worker's taxable income.

## Article 8

### *Reimbursement for missions abroad*

1. For missions abroad by personnel listed in Article 3, paragraph 1, letters a., b. and c., individuals may choose between analytical or lump-sum reimbursement.
2. For lump-sum reimbursement, the amounts outlined in Annex 1, point 5, apply. For missions lasting 12 hours or less, half of the daily lump-sum reimbursement applies.
3. The lump-sum reimbursement includes meal and accommodation expenses. Travel and transportation costs can be reimbursed on an analytical basis.
4. The choice between analytical and lump-sum reimbursement must be made when submitting the mission request. Upon completion of the mission, authorization may be requested to switch from lump-sum to analytical reimbursement, but not vice versa.
5. Lump-sum reimbursement amounts are subject to taxation for any amount exceeding €77.47 per day, net of travel and transportation expenses. If meals or accommodation are provided free of charge by third parties, the limit is reduced by one-third (€51.64). If both meals and accommodation are provided, the limit is reduced by two-thirds (€25.82). The requester must sign a self-declaration regarding any expenses covered by third parties for reimbursement purposes.

## Article 9

### *Mission expense advances*

1. Personnel listed in Article 3, paragraph 1, letters a., b., and c. may request an advance for mission expenses.
2. The request must be made when submitting the mission authorization request, at least 10 working days before departure.
3. The advance may cover up to 75% of the estimated expenses for analytical reimbursement and up to 90% for lump-sum reimbursement.
4. The advance will be deducted from the total amount due for final reimbursement.
5. If the mission cannot be carried out on the scheduled date or is cancelled without expenses, the advance must be returned within 10 working days from the original mission start date. If the

advance is not returned within this period, GSSI will deduct the amount from the salary or scholarship within two months of the scheduled mission start date.

#### Article 10

##### *Accommodation expenses*

1. Accommodation and related tourist taxes for single or double rooms (for single occupancy) within the mission period are reimbursed according to the limits set in Annex 1.
2. Alternative accommodation arrangements, such as non-hotel options, are allowed as long as they are cost-effective.
3. No reimbursement is granted for accommodation in the place of residence or primary domicile.
4. Overnight stays are not reimbursed for missions to locations within 80 km of the service location if public transport allows for a return within 12 hours or if authorisation to use a private vehicle has been granted.

#### Article 11

##### *Meal expenses*

1. Meals and small substitute consumptions during the mission period are reimbursable within the limits set in Annex 1.
2. No meal reimbursement is granted for missions lasting less than 4 hours. For missions lasting between 4 and 8 hours, the daily limit is reduced by 50%.
3. Meal expenses are reimbursed upon presentation of an invoice or fiscal receipt from a registered business offering accommodation or food services, or from food and beverage establishments. Grocery receipts indicating the nature of the purchased items (“detailed receipt”) are also acceptable for reimbursement.
4. If hotel costs include one or more meals, the daily meal reimbursement limit is reduced accordingly:
  - a. breakfast: the daily limit remains unchanged;
  - b. half-board: the daily limit is halved;
  - c. full-board: no meal reimbursement is granted.
5. During the mission period, no meal vouchers will be issued, even for zero-cost missions.
6. For PhD students on missions in Italy lasting more than 15 days, meal reimbursement may be replaced by meal vouchers for cost-saving purposes.

#### Article 12

##### *Travel expenses*

1. Travel expenses incurred during the mission for necessary travel to and from the mission location along the “standard journey” route (departure/return from/to the work location) are reimbursable.
2. Alternatively, for cost-saving purposes, the following routes may be reimbursed:
  - a. departure/return from/to the primary residence or domicile;
  - b. departure/return from/to another location, including during mission breaks.
3. The cost-effectiveness of the alternative to the standard journey must be demonstrated when requesting mission authorization through a simulation of mission expenses. Without this documentation, reimbursement will not be granted.

#### Article 13

##### *Means of transport*

1. During the mission period, ordinary means of transport may be used, or extraordinary means with prior authorization at the time of the mission request.
2. Ordinary means of transport include:
  - a. public transport that provides regular services (train, airplane, bus, ferry, tram, metro, etc.);

- b. taxis for urban travel within the mission location, with a daily maximum limit of €25.00, if no suitable public transport is available.
3. Extraordinary means of transport include:
  - a. private vehicles, subject to the limits in Article 14;
  - b. rental vehicles, subject to the limits in Article 15;
  - c. GSSI service vehicles;
  - d. taxis for outbound and return trips to/from airports, stations, and ports, within a maximum limit of €250.00 during the mission period.
4. The use of extraordinary means of transport must be justified by:
  - a. cost savings;
  - b. service needs (e.g., transporting equipment);
  - c. lack of ordinary transport;
  - d. insufficient public transport;
  - e. certified health reasons;
  - f. nighttime travel between 10:00 p.m. and 6:00 a.m.
5. In cases of force majeure (e.g., strikes, accidents, missed connections), extraordinary means may be authorised retroactively.

#### Article 14

##### *Use of private vehicles*

1. The use of private vehicles may be authorised, subject to the requester's justification, when required for service needs or when it is more cost-effective.
2. Cost-effectiveness must be demonstrated during the mission authorization request through a simulation. The calculation of distances should refer to the website <https://www.viamichelin.it/>.
3. When the use of a private vehicle is authorised, the following will be reimbursed:
  - Highway tolls, ferry fees, and parking costs (up to a daily limit of €25.00, with proper documentation);
  - A mileage allowance equal to 1/5 of the cost of a litre of gasoline, determined by ACI tables based on the type of vehicle and cost per kilometre (<https://costikm.aci.it/home>). GSSI must retain the documentation for mileage allowance calculations.
4. Upon a properly justified request, departure from locations other than the service location may be authorised. If the distance travelled exceeds the standard journey, the additional mileage reimbursement is considered taxable income.
5. The use of a private vehicle without prior authorization does not entitle the individual to travel reimbursement.

#### Article 15

##### *Use of rental vehicles*

1. The use of rental vehicles may be authorised, upon a justified request by the applicant, within the limits set out in Article 13, provided that the rental contract includes full insurance coverage for the driver, any passengers, and the vehicle itself.
2. Authorised personnel will be reimbursed for the following expenses, provided they are duly documented:
  - a. rental costs;
  - b. insurance costs;
  - c. fuel costs;
  - d. highway tolls;
  - e. parking fees, excluding those incurred at the service or residence location.
3. If a rented vehicle is used without prior authorization, travel expenses will not be reimbursed.

#### Article 16

##### *Other reimbursable expenses*

1. During the mission period, reimbursement is allowed for the following duly authorised and documented expenses:
  - a. entry visas necessary for the mission;
  - b. mandatory health insurance policies covering medical, pharmaceutical, and hospital expenses;
  - c. mandatory travel cancellation insurance coverage;
  - d. mandatory vaccinations and prophylaxis;
  - e. registration fees for conferences, seminars, and workshops, as detailed in article 17;
  - f. individual membership fees for scientific associations, if mandatory or if they result in savings for conference participation;
  - g. library memberships or entry fees;
  - h. printing costs for posters for scientific conferences;
  - i. mandatory tips according to common practice, provided they are documented;
  - j. telephone and internet service costs for work-related needs, up to a maximum daily amount of €10.00;
  - k. agency fees;
  - l. registration fees for training courses for technical-administrative and managerial staff.

#### Article 17

##### *Registration fees for conferences, seminars, and workshops*

1. For conferences, seminars, and workshops held in Italy, an electronic invoice addressed to GSSI, submitted via the public administration interchange system, is required for GSSI to cover participation fees.
2. For events held abroad, an “invoice” addressed to GSSI containing both the university’s and the participant’s details is required.
3. Reimbursement of registration fees not invoiced to GSSI is considered taxable income and subject to tax withholding as per current legislation.

#### Article 18

##### *Non-reimbursable expenses*

1. The following expenses are not reimbursable as part of mission expenses:
  - a. fines and penalties;
  - b. additional hotel services (e.g., laundry, minibar, etc.);
  - c. luggage storage fees;
  - d. fees for additional baggage and excess baggage charges;
  - e. other expenses not justified by mission requirements.
2. Reimbursement for board and lodging is not allowed when such services are provided by GSSI or the host institution. Duplication of mission allowances is never permitted.

#### Article 19

##### *Expenses documentation*

1. Upon completing the mission, the applicant must declare that they have not received any other reimbursement for the submitted expenses.
2. For each expense claimed for reimbursement, the applicant must submit an original supporting document showing the amount paid, the recipient, the date, and the reason for the expense.
3. For expenses incurred in Italy, valid documentation for reimbursement includes invoices, receipts, and legally compliant payment slips.
4. For expenses incurred abroad, the documentation must be valid in the country of issuance and comply with local laws.



5. For reimbursements of foreign currency expenses, the official exchange rate published by the Bank of Italy on the start date of the mission will apply. Rates can be found at Bank of Italy's exchange rates website (<https://www.bancaditalia.it/compiti/operazioni-cambi/cambi/index.html>).
6. For travel and transportation expenses, original travel tickets are required. Online-purchased tickets are reimbursable with a copy of the ticket and payment receipt attached, provided the payment is not shown on the ticket itself.
7. In the case of group expense receipts (e.g., meal receipts for multiple people), a copy can be submitted for reimbursement. Expenses incurred by multiple individuals on the same mission will be reimbursed proportionally.
8. In the event of loss or theft of original documents, a copy of the police report must be provided, including the information that would have appeared on the lost or stolen originals. For lost or stolen travel tickets, if the stub is available, a copy of the stub can be submitted for reimbursement.
9. If the fiscal document for accommodation is lost, a declaration made under Articles 47 and following of D.P.R. 28 December 2000, no. 445 ("Consolidated text on administrative documentation") or a certified copy of the document can be submitted.
10. Other non-documentable expenses incurred by the applicant during the mission may be reimbursed up to a maximum daily amount of €15.49 in Italy and €25.82 abroad, upon self-declaration.

#### Article 20

##### *Reimbursement procedure*

1. The reimbursement request follows the control procedure provided by the university's mission portal.
2. Mission-related documentation must be submitted to the relevant office within 45 days of the mission's conclusion.
3. Except in cases of force majeure, if the required documentation is not submitted within one year of the mission's conclusion, the applicant loses the right to reimbursement.

#### Article 21

##### *Uncompleted missions*

1. In cases of authorised missions that are not completed due to reasons beyond the applicant's control, non-recoverable expenses and any penalties incurred may be reimbursed.
2. Valid reasons beyond the applicant's control include: a) Denied visa, duly requested; b) Illness documented by a medical certificate; c) Serious personal reasons for which leave or time off is permitted; d) Exceptional events and force majeure; e) Unforeseen cancellation of the event; f) Official service orders.

#### Article 22

##### *Reference rule*

1. For matters not explicitly covered by these regulations, reference will be made to current legislative, statutory, and regulatory provisions.

#### Article 23

##### *Entry into force*

1. These regulations are issued by Rector's Decree and enter into force the day after their publication on the official GSSI notice board.
2. Missions not yet submitted by the date of entry into force will be subject to these regulations.

## ANNEX 1 - SPENDING LIMITS

(values in euros)

### 1. Categories of personnel

Category A:

- Professors, researchers, managers.

Category B:

- All other personnel (research fellows, PhD students, technical-administrative staff, etc.).

Personnel accompanying higher-ranking staff may be authorised, upon a specific justified request, to benefit from the same detailed reimbursement conditions as the higher-ranking staff.

### 2. Standard transport

	CATEGORY A	CATEGORY B
TRAIN	Italy: 1st class or Business; Abroad: 1st class or Business	Italy: 2nd class or Premium; Abroad: 2nd class
PLANE	Economy; Business class only for intercontinental flights longer than 5 hours without layovers or for proven health reasons	Economy; Business class only for intercontinental flights longer than 5 hours without layovers or for proven health reasons
OTHER PUBLIC TRANSPORT	1st class	2nd class

It is possible to purchase a higher-class ticket than the entitled one, provided that cost-efficiency is demonstrated with a travel cost simulation.

### 3. Accommodation (Italy and abroad)

	CATEGORY A	CATEGORY B
DAILY LIMIT	250.00	170.00

### 4. Meals

#### 4.1 ITALY

	CATEGORY A	CATEGORY B



DAILY LIMIT FOR 4-8 HOUR MISSIONS	30.55	22.26
DAILY LIMIT FOR > 8 HOUR MISSIONS	61.10	44.26

#### 4.2 ABROAD

AR EA	CATEGOR Y A	CATEGOR Y B
Ar ea A	60.00	40.00
Ar ea B	60.00	40.00
Ar ea C	60.00	45.00
Ar ea D	70.00	60.00
Ar ea E	80.00	65.00
Ar ea F	85.00	70.00
Ar ea G	95.00	75.00

#### 5. Lump-sum reimbursement

AR EA	CATEGOR Y A	CATEGOR Y B
Ar ea A	120,00	120,00
Ar ea B	120,00	120,00
Ar ea C	120,00	120,00
Ar ea D	125,00	125,00

AR EA	CATEGOR Y A	CATEGOR Y B
Ar ea E	130,00	130,00
Ar ea F	140,00	140,00
Ar ea G	155,00	155,00

## 6. List of countries

- **AREA A:** Afghanistan, Iran, Bulgaria, Australia, Malta, Nauru, Papua New Guinea, Greece, Spain, Portugal, Eritrea, Ethiopia, Djibouti, Romania, Hungary, Rwanda, Syria, Somalia, Uganda, Zimbabwe, Botswana, Burundi, Mozambique, Cyprus, Comoros.
- **AREA B:** Spain – Madrid, Kyrgyzstan, Latvia, Azerbaijan, Lithuania, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Belarus, Estonia, Georgia, Armenia, Kazakhstan, Canada, Slovakia, Czech Republic, Egypt, Ireland, Kiribati, New Caledonia, New Zealand, Solomon Islands, Samoa, Tonga, Tuvalu, Vanuatu, Costa Rica, Fiji, Madagascar, Malawi, Maldives, Mauritius, Monaco, Seychelles, Zambia, Iraq, Kenya, Pakistan, Bangladesh, Sri Lanka, Uruguay, Angola, Finland, Lesotho, Mexico, Namibia, South Africa, Swaziland, Tanzania, Chile, Cuba, Jamaica, Guatemala, Honduras, Iceland, China, Finland – Helsinki, Nepal, India.
- **AREA C:** Bahamas, Nicaragua, Barbados, Saint Lucia, Saint Vincent and the Grenadines, Belize, Bhutan, Colombia, Dominican Republic, Dominica, El Salvador, Grenada, Haiti, Israel, Sudan, Malaysia, Philippines, Hong Kong, Macedonia, Paraguay, Serbia and Montenegro, Slovenia, Albania, Myanmar, Bosnia and Herzegovina, Taiwan, North Korea, Croatia, Ecuador, Jordan, Sweden, Norway, Morocco, Mongolia, Panama, Tunisia, South Korea, France, UK, Liberia, Singapore, Benin, Cambodia, Argentina, Denmark, Peru, Thailand, Bolivia, Indonesia, Russia – Moscow, Turkey.
- **AREA D:** Mali, Niger, Senegal, Togo, Burkina Faso, Algeria, Cape Verde, Vietnam, UK – London, Sierra Leone, Cameroon, Central African Republic, Chad, Suriname, Trinidad and Tobago, Venezuela, Brazil, Guyana, Luxembourg, Belgium, Laos, Congo, Ivory Coast, Ghana, France – Paris, Libya, Mauritania, Nigeria, São Tomé and Príncipe, Congo, Gabon, Gambia, Guinea, Guinea-Bissau, Equatorial Guinea.
- **AREA E:** Belgium – Brussels, Yemen, Kuwait, USA, Bahrain, Oman, Qatar, Saudi Arabia, UAE, Japan, Austria.
- **AREA F:** USA – Washington, USA – New York, Germany, Netherlands.
- **AREA G:** Liechtenstein, Germany – Bonn, Germany – Berlin, Lebanon, Austria – Vienna, Japan – Tokyo, Switzerland, Switzerland – Geneva, Switzerland – Bern.

This document is the English translation of the GSSI “Regolamento per le missioni” (D.R. n. 204/2024). In the case of discrepancies between this language version and the Italian document, the Italian version shall prevail.