



1. GENERAL EXPENDITURE LIMITS

- a) Type of personnel (for the purpose of expenditure limits)

Personnel Type A: Professors and Researchers, the Director, the Secretary General

Personnel Type B: the rest of SISSA staff (including grant holders and doctoral students)

- b) Accompanying staff

Personnel sent on a professional trip, travelling with personnel of higher qualification may be authorized upon specific request of the interested party, to benefit from the same reimbursement conditions (“actual costs” only) as the personnel of higher qualification.

- c) External staff

The reimbursement of expenses is provided within the limits foreseen for the qualification held in the administration / institution of origin.

- d) Expenditure limits - Ordinary means of transport

	Personnel Type A	Personnel Type B
TRAIN*	<p>National: Regional and Intercity: I or II class High speed trains: Frecciarossa- up to Business/B. Silent area Frecciargento, Frecciabianca- I or II class</p> <p>Abroad: I or II class</p>	<p>National: Regional and Intercity: I or II class High speed trains: Frecciarossa- Standard/Premium Frecciargento, Frecciabianca- II class</p> <p>Abroad: II class</p>
PLANE	<p>Economy class; Business class: only for intercontinental flights of over 5 hours without change of aircraft, in concomitance with documented health reasons.</p>	
OTHER PUBLIC TRANSPORT	I or II class	II class

It is possible to reimburse a higher category ticket if it can be shown to be cheaper than the category due (eg. promotional tickets or similar).

- e) Expenditure limits – Other means of transport

Please see the User’s guide for further information about estimating costs of Other means of transport. There is a daily limit of 25€ for the use of urban taxis abroad.

- f) Expenditure limits for other expenses

Daily limit	Italy	Abroad
Car parking	15,49€	25,82€
Telephone and internet	15,49€	25,82€

2. SPECIFIC LIMITS FOR TRIPS IN ITALY

a) Expenditure limits - Accommodation

	Personnel Type A	Personnel Type B
Daily limit	200,00 euro	150,00 euro

b) Expenditure limits - Meals

Meals	Personnel Type A	Personnel Type B
Daily limit (duration >8 h)	61,00 euro	44,00 euro
Daily limit (duration 4-8h or trip started after 14.00)	30,50 euro	22,00 euro

3. SPECIFIC LIMITS ONLY APPLICABLE ABROAD

a) Actual Costs Reimbursement

i) Expenditure limits - Accommodation

	Personnel Type A	Personnel Type B
Daily limit	200,00 euro	150,00 euro

ii) Expenditure limits - Meals according to the destination as indicated below

Daily limit Meals	Personnel Type A	Personnel Type B
Area A	60,00 euro	40,00 euro
Area B	60,00 euro	40,00 euro
Area C	60,00 euro	45,00 euro
Area D	70,00 euro	60,00 euro
Area E	80,00 euro	65,00 euro
Area F	85,00 euro	70,00 euro
Area G	95,00 euro	75,00 euro

iii) Tips

Mandatory tips abroad for restaurant service and taxis can be reimbursed when it is the usual custom of the country and at the lowest acceptable rate. They can be reimbursed for up to 15% of the cost if included on the bill.

- Meals – up to the daily limit;
- Taxi – up to the daily limit (where applicable).

b) Flat-rate Reimbursement (forfeit for Accommodation, Meals and Urban transport) according to the destination as indicated below:

Flat-rate area	Personnel Type A	Personnel Type B only Art. 3 b) c).
Area A	120,00 euro	120,00 euro
Area B	120,00 euro	120,00 euro
Area C	120,00 euro	120,00 euro
Area D	125,00 euro	125,00 euro
Area E	130,00 euro	130,00 euro
Area F	140,00 euro	140,00 euro
Area G	155,00 euro	155,00 euro

AREA A: AFGHANISTAN, AUSTRALIA, BOTSWANA, BULGARIA, BURUNDI, CORNORE, CYPRUS, DJIBOUTI, ERITREA, ETHIOPIA, GREECE, HUNGARY, IRAN, MALTA, MOZAMBIQUE, NAURU REP, PAPUA NEW GUINEA, PORTUGAL, ROMANIA, RWANDA, SOMALIA, SPAIN, SYRIA, UGANDA, ZIMBABWE.

AREA B: ANGOLA, ARMENIA, ARZEBAGIAN, BANGLADESH, BELARUS, CANADA, CHILE, CHINA, COSTA RICA, CUBA, CZECH REPUBLIC, EGYPT, ESTONIA, FIJI, FINLAND, FINLAND-HELSINKI, GEORGIA, GUATEMALA, HONDURAS, ICELAND, INDIA, IRAQ, IRELAND, JAMAICA, KAZAKHSTAN, KENYA, KIRITATI, KYRGYZSTAN, LATVIA, LESOTHO, LITHUANIA, MADAGASCAR, MALAWI, MALDIVES, MAURIZIO, MEXICO, MOLDOVA, NAMIBIA, NEPAL, NEW CALEDONIA, NEW ZELAND, PAKISTAN, POLAND, PRINC.MONACO, RUSSIA, SAMOA, SEYCHELLES, SLOVAKIA, SOLOMON, SOUTH AFRICA, SPAIN-MADRID, SRI LANKA, SWAZILAND, TAJIKISTAN, TANZANIA, TONJA, TURKENISTAN, TUVALU, UKRAINE, URUGUAY, UZBEKISTAN, VANUATU, ZAMBIA.

AREA C: ALBANIA, ARGENTINA, BAHAMAS, BARBADOS, BELIZE, BENIN, BHUTAN, BOLIVIA, BOSNIA HERZEGOVINA, BURMA, CAMBODIA, CHINA TAIWAN, COLOMBIA, CROATIA, DENMARK, DOMINICA, ECUADOR, EL SALVADOR, FRANCE, GREAT BRITAIN, GRENADA, HAITI, HONG KONG, ISRAEL, JORDAN, LIBERIA, MACEDONIA, MALAYSIA, MONGOLIA, MOROCCO, NICARAGUA, NORTH KOREA, NORWAY, PANAMA, PARAGUAY, PERU, PHILIPPINES, REP. DOMINICAN, RUSSIA – MOSCOW, SAINT LUCIA, SERBIA AND MONTENEGRO, SINGAPORE, SLOVENIA, SOUTH KOREA, ST. VINCENT & GRENADINES, SUDAN, SWEDEN, THAILAND, TUNISIA, TURKEY.

AREA D: ALGERIA, BELGIUM, BRAZIL, BURKINA, CAMEROON, CAPE VERDE, CENTRAL AFRICAN REP., CHAD, CONGO, EQUATORIAL GUINEA, FRANCE – PARIS, GABON, GAMBIA, GHANA, GREAT BRITAIN – LONDON, GUINEA, GUINEA BISSAU, GUYANA, IVORY COAST, LAOS, LIBYA, LUXEMBOURG, MALI, MAURITANIA, NIGER, NIGERIA, SAO-TOME AND PRINCIPE, SENEGAL, SIERRA LEONE, SURINAME, TOGO, TRINIDAD AND TOBAGO, VENEZUELA, VIETNAM.

AREA E: AUSTRIA, BAHRAIN, BELGIUM-BRUSSELS, JAPAN, KUWAIT, OMAN, QATAR, SAUDI ARABIA, UNITED ARAB EMIRATES, UNITED STATES OF AMERICA, YEMEN.

AREA F: GERMANY, NETHERLANDS, UNITED STATES-NEW YORK, UNITED STATES-WASHINGTON

AREA G: AUSTRIA-VIENNA, GERMANY-BERLIN, GERMANY-BONN, JAPAN-TOKIO, LEBANON, LIECHTENSTEIN, SWITZERLAND, SWITZERLAND-BERNE, SWITZERLAND-GENEVA.