



EXPENSE REIMBURSEMENT REQUEST FORM

DOCUMENT NO. \_\_\_\_\_ TYPE \_\_\_\_\_ YEAR \_\_\_\_\_

To the Head of the Executive Centre

The undersigned \_\_\_\_\_ employee of the University of Trento in service at \_\_\_\_\_

requests reimbursement of costs incurred on \_\_\_\_\_ for \_\_\_\_\_

by means:

m direct credit (1) to bank acct. no. \_\_\_\_\_ CIN \_\_\_\_\_ ABI \_\_\_\_\_ CAB \_\_\_\_\_ Bank \_\_\_\_\_ of \_\_\_\_\_ Branch \_\_\_\_\_

m other acceptable methods of payment (2) \_\_\_\_\_

m The following cost documentation is enclosed for this purpose:

r no. \_\_\_\_\_ invoice total amount € \_\_\_\_\_

r no. \_\_\_\_\_ fiscal receipt, expense docket or foreign equivalent total amount € \_\_\_\_\_

r no. \_\_\_\_\_ other receipt of payment

\_\_\_\_\_ total amount € \_\_\_\_\_

specify the type of document

for a total amount of € \_\_\_\_\_

m No documentation enclosed: for amounts less than 20 euros

(in this case, fill out the next section):

DECLARATION SUBSTITUTING THE AFFIDAVIT

Article 4, Law 15 of 4.1.1968; Article 2 Presidential Decree 403, of 20 October 1998

With reference to the foregoing declaration, pursuant to Art. 26 of Law 5, 4.1.1968, the undersigned assumes full responsibility for the veracity of the declaration made for the purposes of reimbursement of expenses incurred.

The Undersigned declares to have been informed that the personal data contained in this present form is to be stored in the paper-based and electronic archives of the University and used only for institutional needs. I also declare to have received the information provided by art. 13 of the D.Lgs. dated 30 June 2003, no. 196 (Italian Law on personal data protection).

date \_\_\_\_\_

signature \_\_\_\_\_

(1) to fill out only if it is changed compared to the contract
(2) any other expenses shall be paid by the beneficiary



PART RESERVED TO THE OFFICE

- FILL OUT ONLY IN THE CASE OF DECLARATION SUBSTITUTING AFFIDAVIT -

Pursuant to Art. 3, paragraph 11, of Law 127 of 15.5.1997 and Art. 2, paragraph 11, of Law 191 of 16.6.1998, this declaration does not require authentication of the signature, as:

- m the signature has been affixed in the presence of the person assigned to accept the document
- m the document was signed and sent together with a copy of a form of identification of the signatory

date \_\_\_\_\_

signature \_\_\_\_\_

PART RESERVED TO THE HEAD OF THE EXECUTIVE CENTRE

The cost is to be assigned to the Project/ Cost Centre \_\_\_\_\_

Approved: Authorisation by

*Department Head*

\_\_\_\_\_

date \_\_\_\_\_

RECEIVED

The undersigned \_\_\_\_\_

declares

to have received the sum of € \_\_\_\_\_

date \_\_\_\_\_

signature \_\_\_\_\_