

Revision of President's Decision Regarding Visitors

Changes overview
and notes

Visitors' Daily Allowance

DECISION N° 38/08 OF THE PRINCIPAL:

The Head of Unit can authorise a daily allowance **up to Euro 175** per day.

Proposals for higher daily allowance necessitate authorisation by the Secretary General.

→ Only exception: theses committees' external members

NEW DECISION

DECISION N° 17/13 OF THE PRINCIPAL:

Events in Florence:

→ NO CHANGES ←

- **Internal guests:** no daily allowance foreseen
- **External guests:** 175€ daily allowance

NEW DECISION

DECISION N° 17/13 OF THE PRINCIPAL:

Events outside Florence:

- **INTERNAL guests:**

→ daily allowance in compliance with
DECISION N° 35/08 OF THE PRINCIPAL

- **EXTERNAL guests:**

→ daily allowance = hotel allowance + daily allowance according to the Missions regulation for the country where the event takes place

NEW DECISION IN PRACTICE

Event in Paris:

- **Internal guests: max foreseen: 95€ daily allowance + 150€ hotel allowance = 245€**
- **External guests: 245€ daily allowance** (covers the hotel or other related cost, two main meals, local travel, telecommunications, including fax and internet, and all other sundries excl. meals or coffee breaks organised by the EUI)

THESIS COMMITTEES

- The **Head of Unit** can propose a **fee**:
 - **Up to 175€** for **external members of thesis committees** who took part in the revision and/or discussion of the thesis without being present at the EUI (videoconference),
 - **Up to 200€** for a **thesis co-supervisor who cannot attend** a thesis discussion for reasons sufficiently justified.
- **Fee = no contract** → payments will be issued upon request from the Professor/Secretary together with a note from the external member/ co-supervisor stating that:
 - **Non italians**: S/he will comply with **tax provisions in her/his country of fiscal resident**
 - **Italians**: S/he acknowledges that a **20% withholding tax** will be applied

SIDE NOTE

regarding visitors and missions

Visitors form:

COST ESTIMATE

Please fill in all known amounts

	<i>Currency</i>	<i>Amount in currency</i>	<i>Amount in Euro (to be filled in by the ASO)</i>	<i>Remarks (if necessary)</i>
Travel expenses:	EUR	300.00		max reimb.
Air:				
Rail:				

Max reimb. = maximum that will be reimbursed, if that needs to be exceeded, a new authorisation is required!

Missions form:

TRAVEL EXPENSES TO BE REIMBURSED TO THE APPLICANT

		<i>Euro (*)</i>	<i>Amount in currency (GBP, etc)</i>
Air:	to be reimbursed by EUI to applicant		300 max reimb.
Rail:			
Car:			

No max reimb. remark = approximate amount foreseen – can be slightly different from final amount