



UNIVERSITÀ DEGLI STUDI DELL'AQUILA

USING THE FOLLOWING MEANS OF TRANSPORT

Ordinary by

Specify the means of transport (e.g., train, plane, scheduled bus, etc.)

Extraordinary (also complete form 3) by

Specify the means of transport (e.g., taxi, rental vehicle, private vehicle)

Date

Signature of the applicant

Reserved for Administration

THE AUTHORIZATION OF THE GENERAL DIRECTOR OR RESPONSIBLE PERSON IS TO BE OBTAINED BY THE ORGANIZATIONAL UNIT RESPONSIBLE FOR ASSIGNING THE MISSION/TRAVEL TASK.

The General Director/Head of Unit

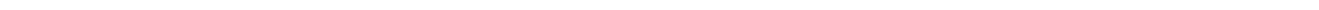
AUTHORIZES

DOES NOT AUTHORIZE

Reason:

date

Signature





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Section 2 – authorization for budget use

ECONOMIC DETAILS OF THE MISSION *(to be completed by the person assigned to the mission)*

For mission/travel within national territory:

Estimated mission expensive

Type of expenses	Estimated amount (EUR)

Request for advanced payment Yes No

For mission/travel abroad: *(check the appropriate box)*

The person assigned to the mission opts for itemized reimbursement

Estimated mission expensive

Type of expenses	Estimated amount (EUR)

Request for advanced payment Yes No

The person assigned to the mission opts for alternative mission treatment (lump-sum reimbursement)



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Reserved for Administration

THE AUTHORIZATION OF THE FUND MANAGER IS TO BE OBTAINED BY THE ORGANIZATIONAL UNIT RESPONSIBLE FOR ASSIGNING THE MISSION/TRAVEL TASK

The undersigned

Responsible for the funds

to be used for the mission expenses

having reviewed the above and verified the availability of funds and the consistency between the mission's purpose and the fund's objectives:

AUTHORIZES the coverage of mission/travel expenses with the specified funds

DOES NOT AUTHORIZE for the following reasons:

Date

Signature of the Fund Manager
