**Attachment C) - Form 1 - Expense Reimbursement Request Form**

To the Director of the Department

DEI

Politecnico di Bari

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ born in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ citizenship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

tax code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ residence/tax domicile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the conclusion of the occasional self-employed work assignment, offered for FREE with only expense reimbursement, granted as a Speaker by the Politecnico di Bari, for the seminar/conference/study day/other event titled/topic:

held on the date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTS**

Politecnico di Bari (Tax Code: 93051590722 - VAT Number: 04301530723) to reimburse the following documented expenses:

|  |  |  |
| --- | --- | --- |
| **TYPE OF EXPENSE** | **DESCRIPTION OF RECEIPT** | **AMOUNT** |
| Travel  |  |  |
| Accommodation  |  |  |
| Meals  |  |  |
| **TOTAL EXPENSES REQUESTED FOR REIMBURSEMENT** |  | **€** |

~~To this end, aware of the criminal sanctions provided for by art. 76 of Presidential Decree 445 of 28/12/2000 in case of false declarations and falsifications in acts,~~ Aware of the criminal sanctions envisaged in case of falsehood of acts and making false declarations, in accordance with the penal code and the special laws regarding the matter (art. 76, D.P.R. n. 445/2000) the collaborator DECLARES that the above reimbursement:

- is excluded from VAT according to art. 5 of Presidential Decree 633/72;

- is not part of the income from coordinated and continuous ~~services~~ collaboration as identified by Legislative Decree 276/2003;

- is fiscally classified among miscellaneous incomes as per art. 67 (formerly art. 81) of the TUIR as it derives from an occasional self-employed work performance pursuant to art. 2222 of the Civil Code.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Speaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Scientific Director ~~Project~~ ~~Manager~~ The Director of the Department