



UNIVERSITÀ DEL PIEMONTE ORIENTALE

DIPARTIMENTO STUDI UMANISTICI  
DISUM

Viale Galileo Ferraris n. 116, 13100 Vercelli

## Authorisation for Business/Research Trip

### A) Request

I, the undersigned \_\_\_\_\_

Position \_\_\_\_\_ from \_\_\_ / \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_\_

Collaborating with Prof. \_\_\_\_\_

Lab. \_\_\_\_\_ Mobile phone \_\_\_\_\_

REQUEST authorisation to carry out the following business/research trip:

Place: \_\_\_\_\_ ( )

Purpose: \_\_\_\_\_

Reachable within 90 minutes with fastest means of public transportation:  YES -  NO

Obligation of same-day return (I):  YES -  NO

*(in the event of a NO response, please specify reasons :*

\_\_\_\_\_  
\_\_\_\_\_ )

The duration of the trip, taken using the following means of transportation:

\_\_\_\_\_ is expected to last \_\_\_\_\_ days including the

journey, which will begin on the date \_\_\_ / \_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ (time).

Reasons for the use of means other than ordinary rail service: \_\_\_\_\_

\_\_\_\_\_The expenses are to be charged to the fund:

\_\_\_\_\_ ,

assigned to \_\_\_\_\_ .



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## **B) Own vehicle**

I, the undersigned, declare that I shall undertake the journey related to the trip using my own car:

Brand \_\_\_\_\_ Number Plate \_\_\_\_\_

Reason: \_\_\_\_\_

I absolve the Management from any responsibility for the use of my own car, as stated in the  
“*Regolamento Missioni e spostamento tra le sedi dell’UPO Decreto Rettorale rep. n. 1076/2021  
art. 7 comma 4 lett. b*” (*Regulations for Business/Research Trips and transfer between UPO  
locations: Rectoral Decree no. 1076/2021 art.7, par. 4, letter b*)

In relation to this trip, I request reimbursement for travel expenses for a total amount of €  
\_\_\_\_\_, within the limits of the costs of public transport. (art. 7, para. 4 letter b.5)

## **C) Taxi**

I, the undersigned, request reimbursement for expenses of € \_\_\_\_\_ incurred by  
use of taxi on the date \_\_\_\_\_ / (month) \_\_\_\_\_ to reach  
\_\_\_\_\_ for the business/research trip.

The use of taxi was necessary for logistic reasons.

Vercelli, \_\_\_\_\_

Signature

Signature of the Professor holder of UPB  
(Budget Forecast Unit)

Approved for Authorisation  
The Director