



UNIVERSITÀ DEL PIEMONTE ORIENTALE

DIPARTIMENTO PER LO SVILUPPO
SOSTENIBILE E LA TRANSIZIONE ECOLOGICA

DISSTE

Piazza S. Eusebio n. 5, 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