



Trieste, _____

TRAVEL AUTHORIZATION REQUEST

To the Head of the Physics Department - SEAT

Applicant: _____ UNITS id n.: _____ position: _____

residence (municipality): _____ in service with: _____

Travelling to: _____ from _____ to _____

Motivation:

FORESEEN EXPENSES:

TRAVEL	€	_____
HOTEL	€	_____
MEALS	€	_____
FEEES	€	_____
OTHER	€	_____ describe: _____
TOTAL EXPENSES	€	_____

Notes:

REIMBURSEMENT: **Actual costs** **Per diem** (only travels abroad >24 hours) **No reimbursement**

ADVANCE PAYMENT (form "Advance Payment" to be provided in attachment)

AUTHORIZATION FOR NON-ORDINARY TRANSPORTS

for the following reason:

in case of OWN CAR provide: itinerary _____ foreseen kms _____
car type _____ car serial n. _____

The applicant relieves the Administration from any civil and penal liability for any damages that the use of such means can however cause to persons, things and in particular to third parties, to the transported people and to the means themselves.

This travel will be paid on the fund _____

APPLICANT

THE TRAVEL REQUEST IS AUTHORISED:

**SCIENTIFIC RESPONSIBLE PERSON/
SUPERVISOR**

HEAD OF DEPARTMENT

For PhD students, the travel is authorised: _____

PHD COURSE COORDINATOR