

## **DEPARTURE SITE FOR MISSIONS DEPARTING FROM CITIES OTHER THAN BOLOGNA**

Generally, a mission reimbursement covers expenses incurred from Bologna to the mission location and back. Therefore, as a rule, it would not be possible to request reimbursement for a mission that does not depart from or arrive in Bologna. However, it is permissible to request reimbursement for a mission departing from or arriving at your place of residence/habitual domicile only if that location is closer to the mission site and, in any event, when it is more cost-effective for the University of Bologna. In the latter case, it is essential to attach to the reimbursement request screenshots/scans of documents proving the actual cost-effectiveness—for example, showing that the flight you booked was cheaper than one departing from Bologna.

As a rule, even for long-term assignments, the person concerned must return if the mission or trip destination is no more than 90 minutes away using the fastest means of transportation. When same-day departure and/or return is not possible due to distance, transportation schedules, or the schedule of the activity to be carried out, the mission or trip can begin at most on the day before the activity starts and can end at most on the day after.